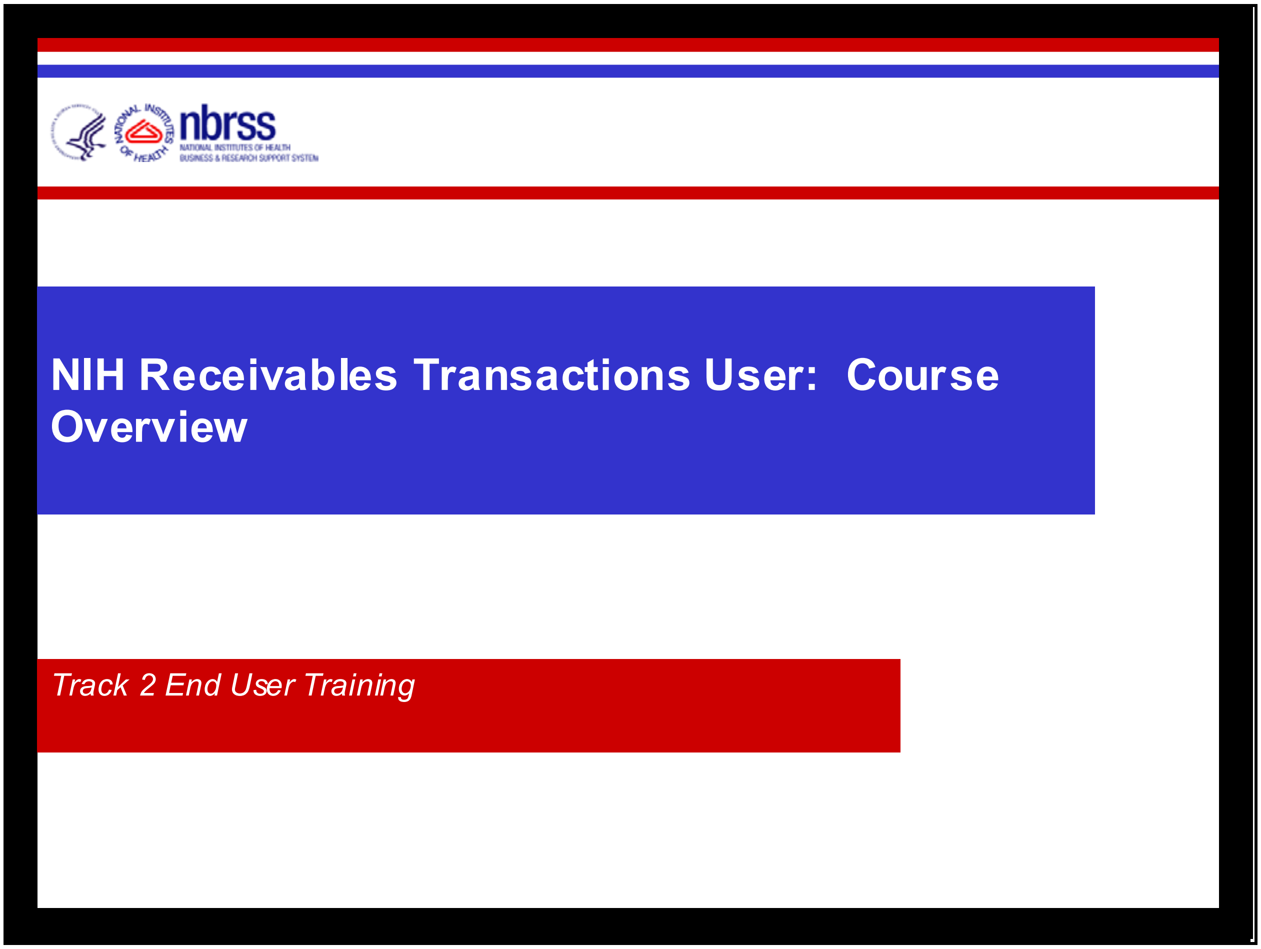
NBS End User Training: Receivables Transaction

Student Guide

Table of Contents

NIH Receivables Transaction User: Course Overview

Chapter 1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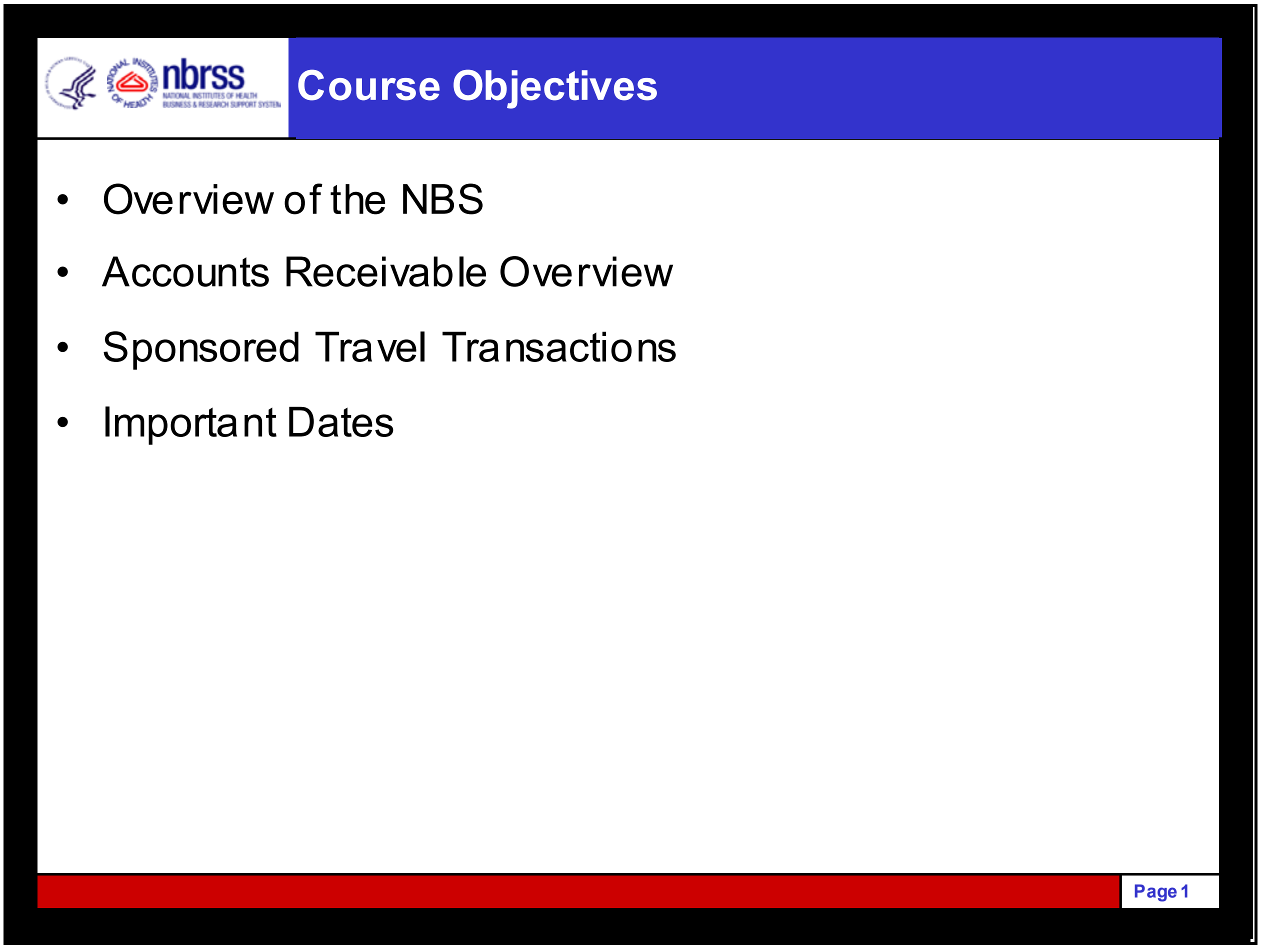
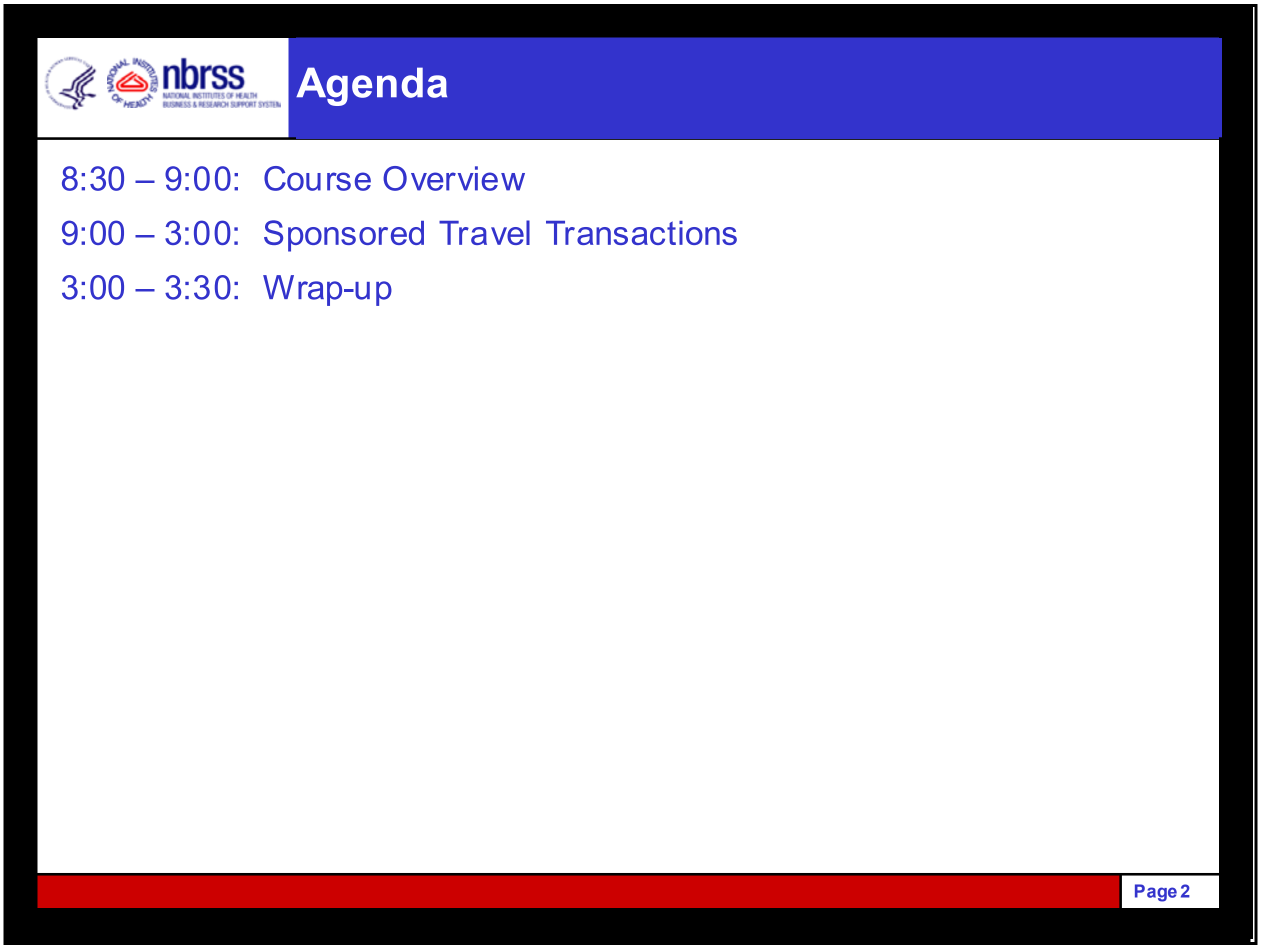
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
NIH Receivables Transactions User: Course Overview
Track 2 End User Training

Course Objectives



Agenda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Agenda
8:30 – 9:00: Course Overview
9:00 – 3:00: Sponsored Travel Transactions
3:00 – 3:30: Wrap-up
Page 2

Training Guidelines

Training Guidelines

1. Ask Questions
2. Cheating is encouraged
3. Don't let me get ahead
4. Have fun!

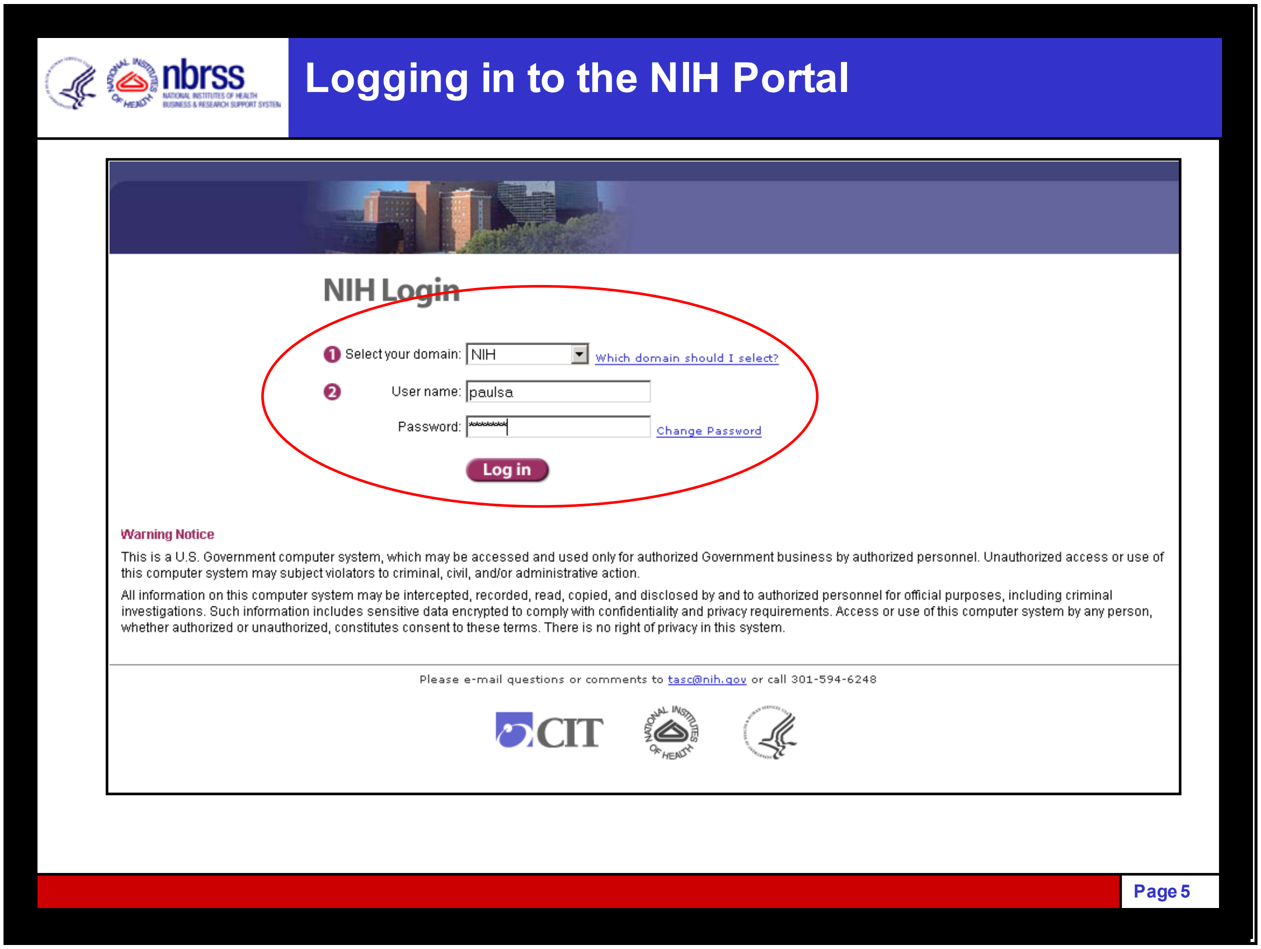
Page 3

Accessing Oracle via the NIH Portal

- Oracle is a web-based application available via the NIH Portal
- NIH Portal website: **http://my.nih.gov**
  - To Log on use your:
    - NIH Domain
    - User Name
    - Password
  - For assistance, contact NIH Help Desk at 6-HELP (301.496.4357).
- Add the Budget & Finance Community, which is the page where the Oracle application resides

Page 4

Logging in to the NIH Portal

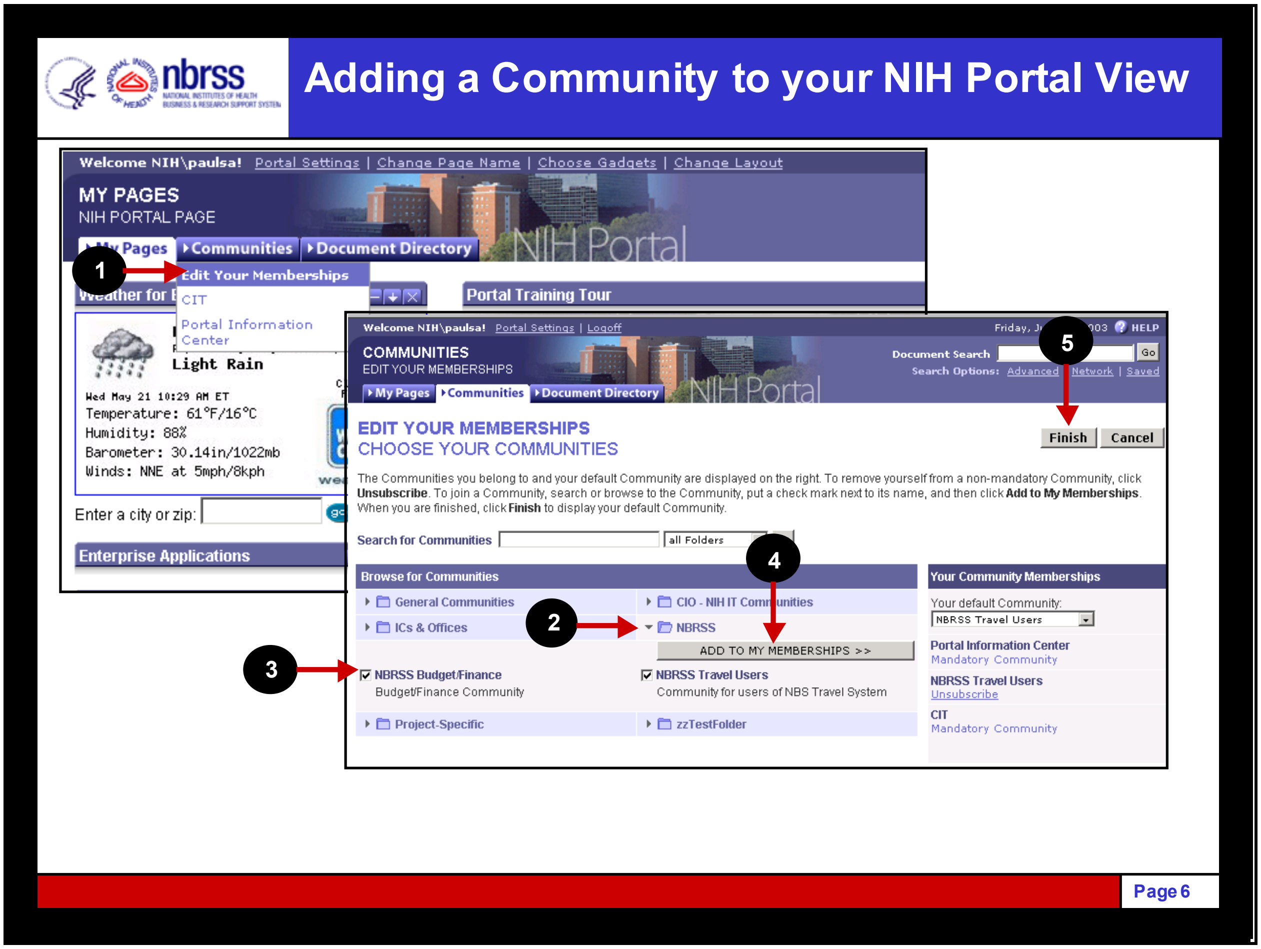


Follow steps below to access the NBS Travel System application from the NIH Portal.

- Launch Internet Explorer. In the browser, navigate to the NIH Portal at http://my.nih.gov. (Note: If you need Internet Explorer installed on your computer, please contact the NIH Help Desk at 6-HELP (301-496-4357)
- Sign in to the NIH Portal according to the steps listed below, using the account information you currently use to log on to Windows at your workstation.
  - Select your **domain** from the pull-down menu. (Hint: Use the "Which domain should I select? link for assistance.)
  - Enter your **User name**.
  - Enter your **Password**.
  - Click the **Log in** button.

For Portal account and password assistance, contact the NIH Help Desk at 6-HELP (301-496-4357).

Adding a Community to your NIH Portal View

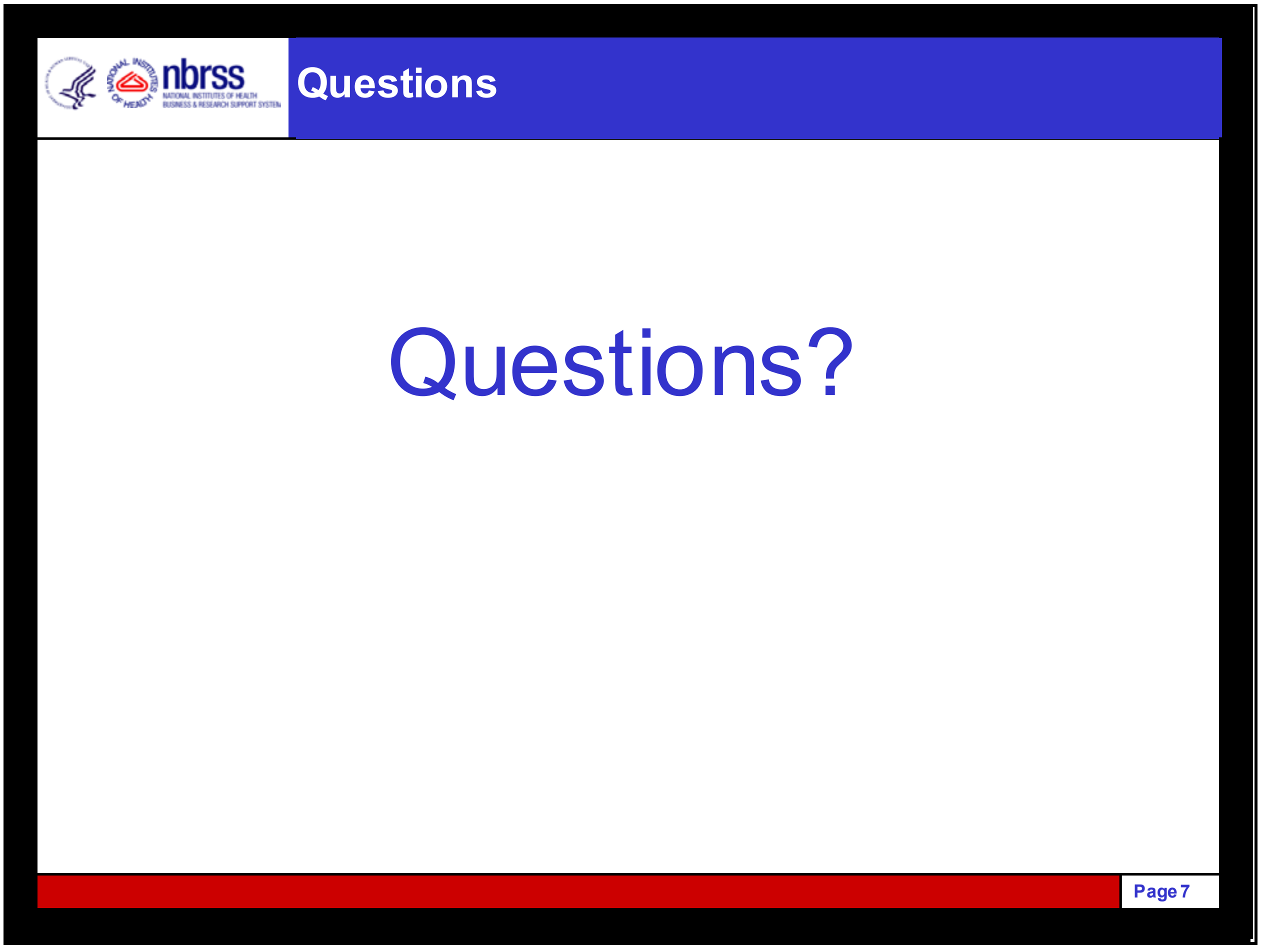


What is a Portal Community and how do I subscribe to a Portal Community?

Portal Communities provide content, documents and application access to users who have a common area of interest. Once you subscribe to a community, it will appear in the list on your Communities tab every time you visit the NIH portal. Follow the steps below to subscribe to a community.

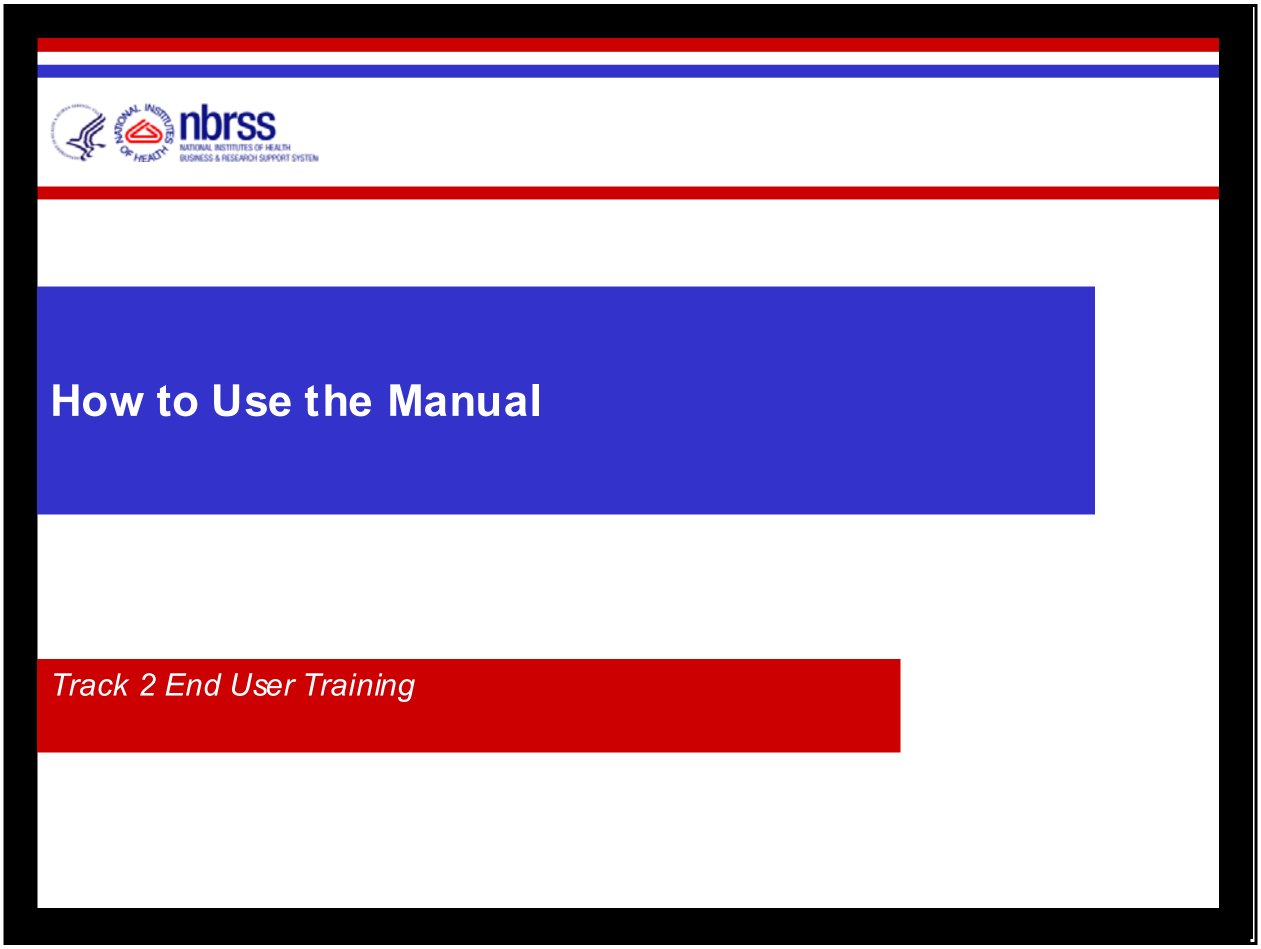
- Click on the "**Communities**" tab and select "**Edit Your Memberships**".
- **Locate a community** of interest either by clicking a folder to browse for communities or by entering a key word in the Search field and clicking "Go" to look for a specific community.
- Once you locate a community of interest, **select it** by clicking in the box next to the community name.
- Click "**Add to my Memberships**". (You may need to select your default community.)
- Click "**Finish**". The subscribed community will now appear in the list on your "Communities" Tab every time you access the portal.

Questions



How to Use the Manual

Chapter 2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How to Use the Manual
Track 2 End User Training

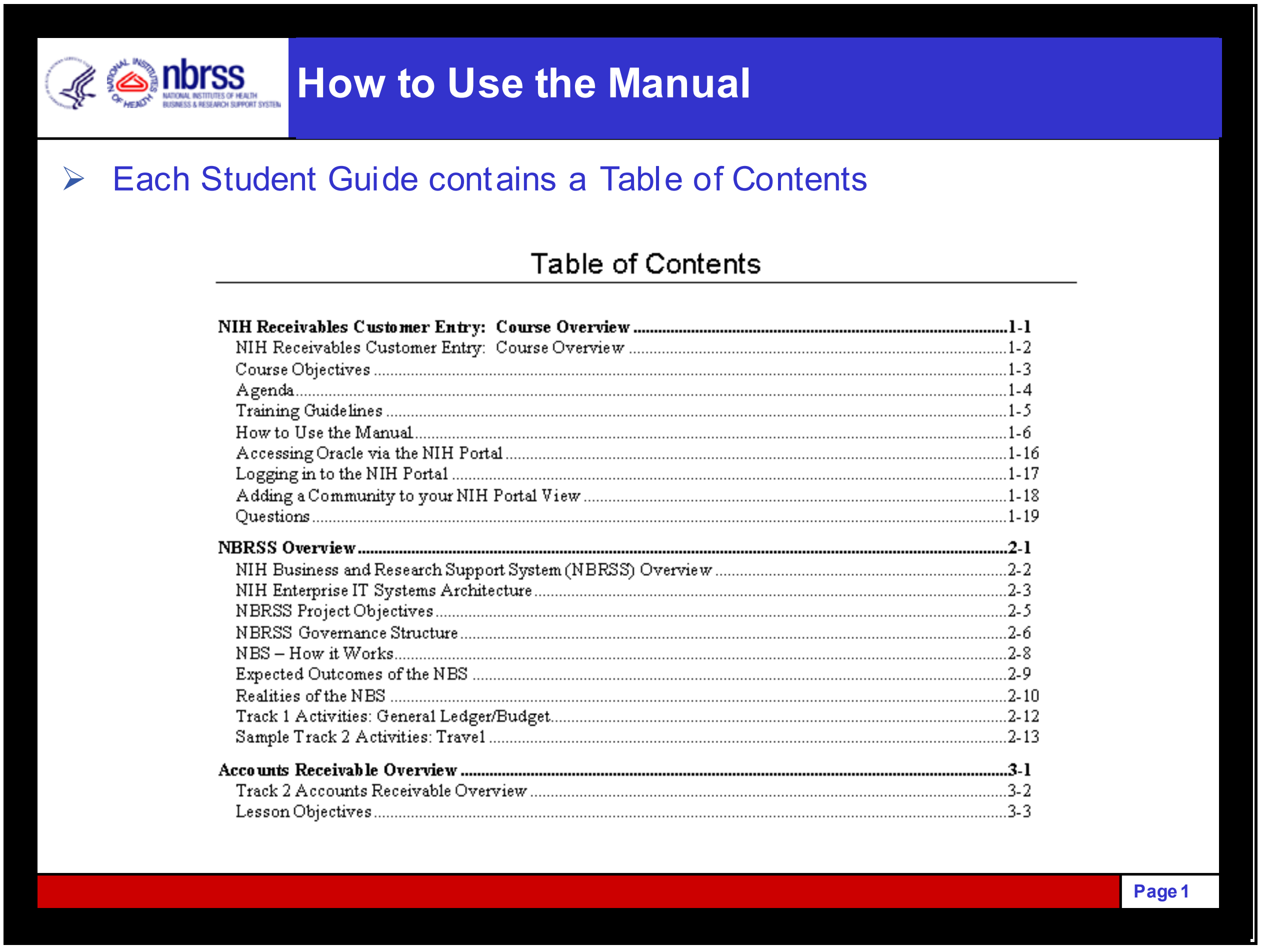
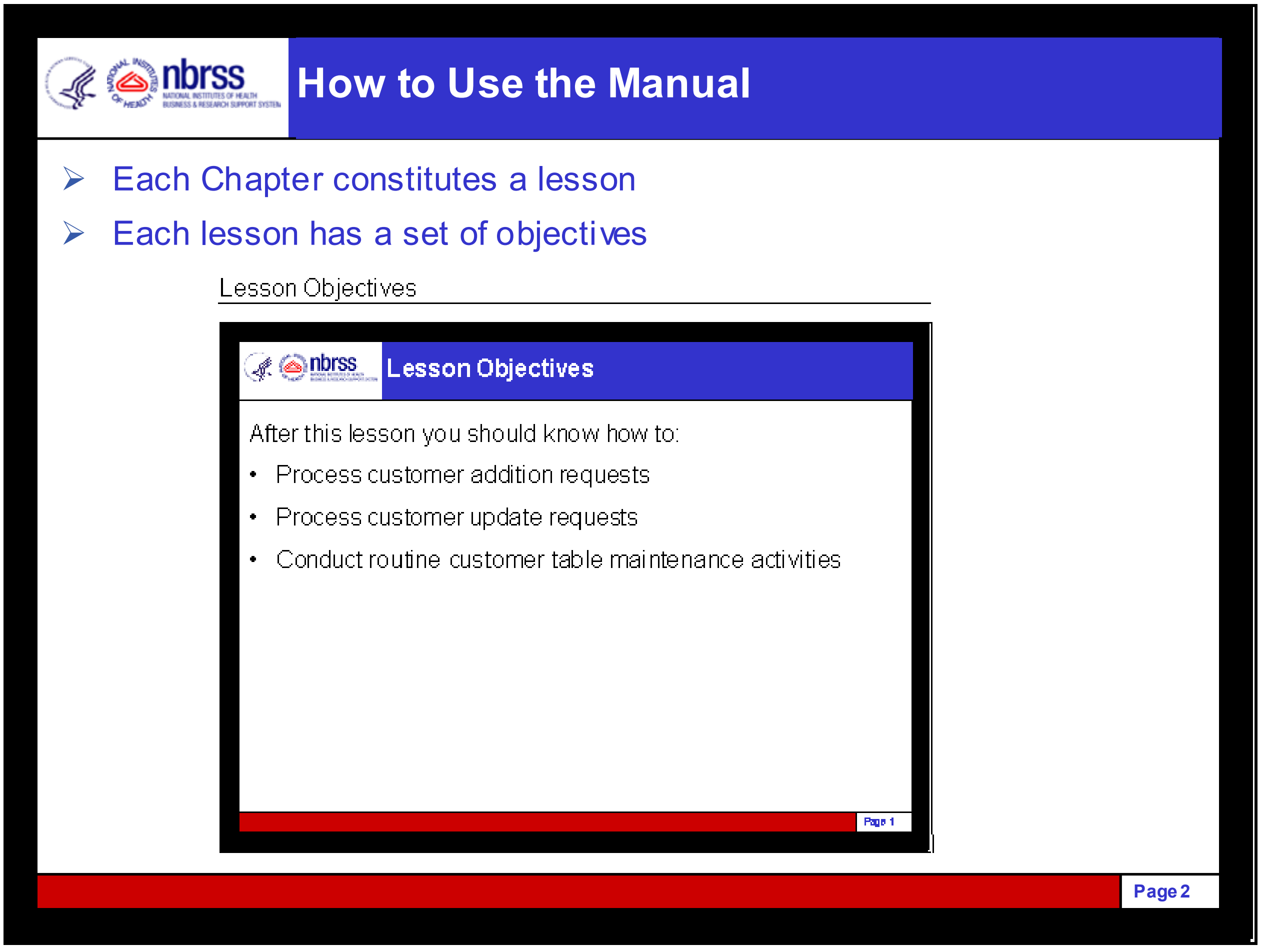
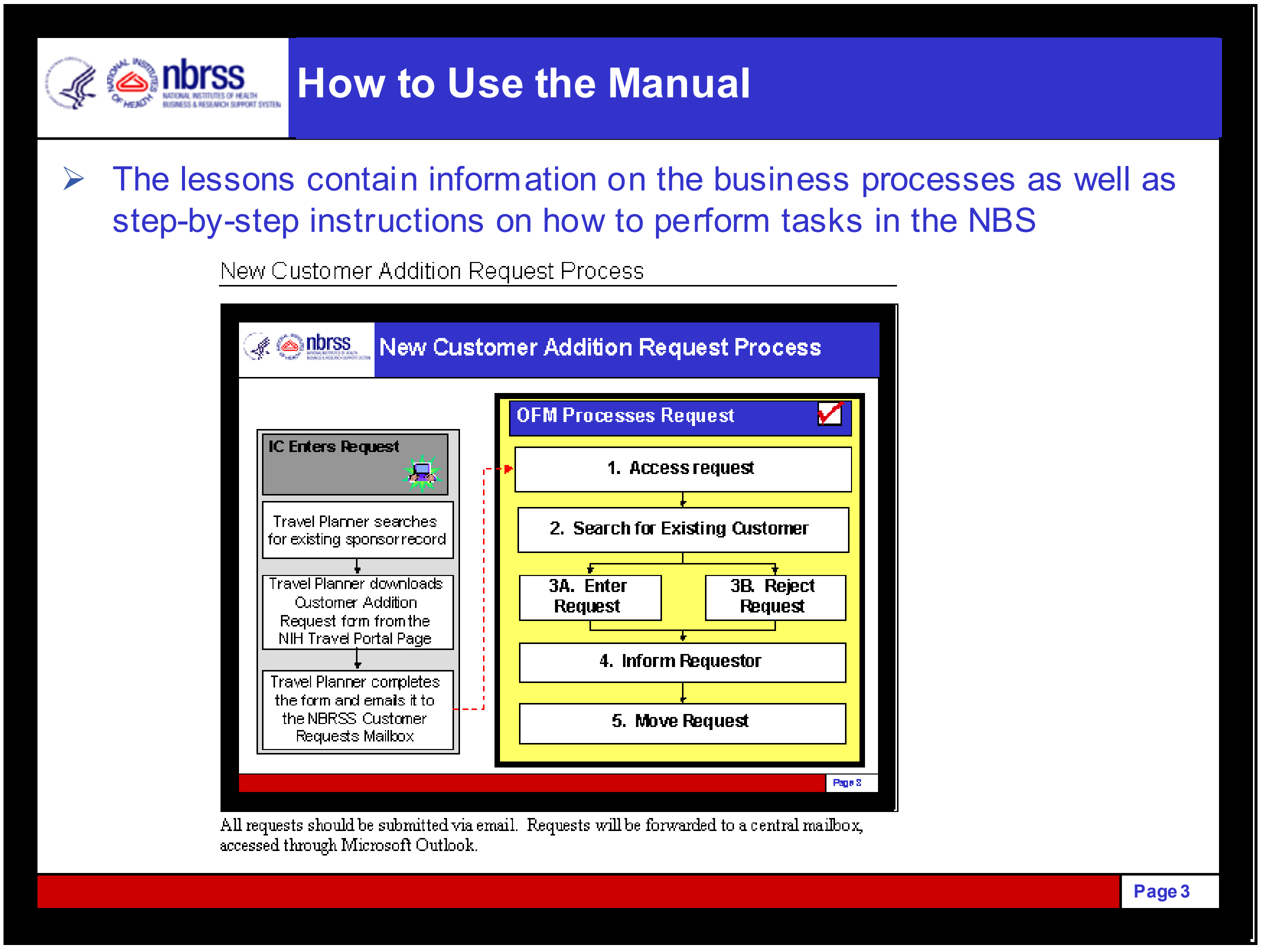


Table of Contents

How to Use the Manual




How to Use the Manual
The lessons contain information on the business processes as well as step-by-step instructions on how to perform tasks in the NBS
New Customer Addition Request Process
New Customer Addition Request Process
IC Enters Request
Travel Planner searches for existing sponsor record
Travel Planner downloads Customer Addition Request form from the NIH Travel Portal Page
Travel Planner completes the form and emails it to the NBRSS Customer Requests Mailbox
OFM Processes Request
1. Access request
2. Search for Existing Customer
3A. Enter Request
3B. Reject Request
4. Inform Requestor
5. Move Request
All requests should be submitted via email. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.
Page 3

How to Use the Manual

Step-by-step instructions on how to perform tasks in the NBS are contained in “Navigation” documents.

Navigations:

1. May contain a **Purpose** or **Prior Activity** section
2. Contain a Navigation Box on the first page
3. Contain a picture of the screen that you will use to enter the data

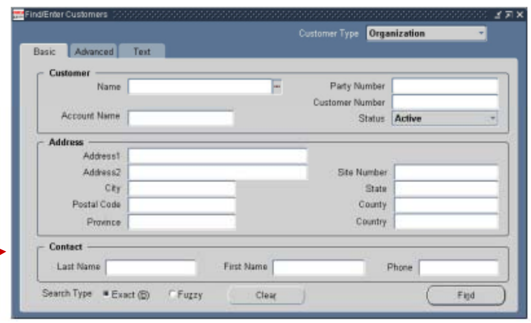
Entering a New Customer

Purpose

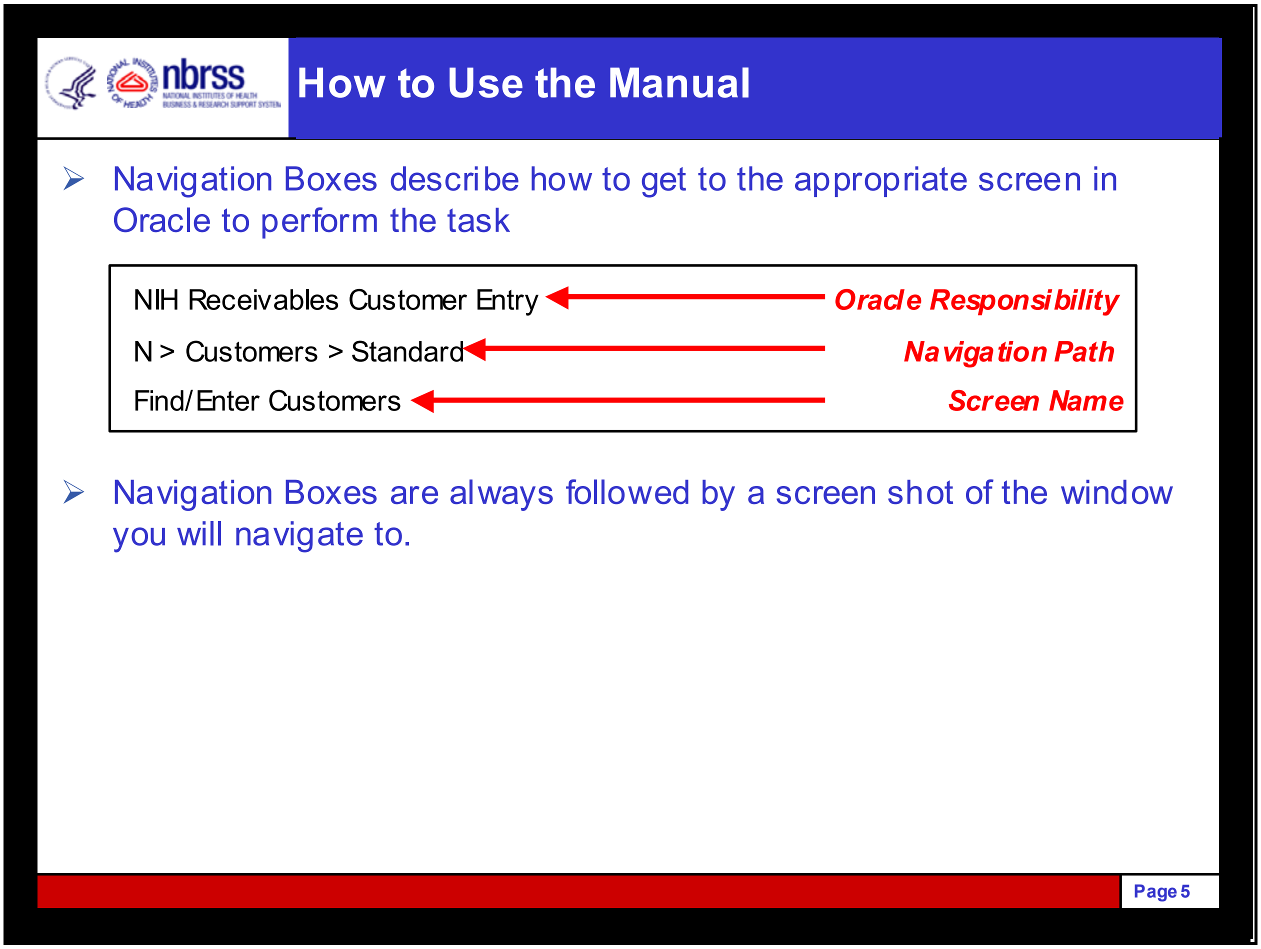
The purpose of this document is to describe how new customers are entered into NBS. If a customer already exists in NBS, but requires modification, then refer to one of the following documents:

- Entering a New Customer Contact
- Entering a New Customer Bill-To Address
- Modifying Customers

NIH Receivables Customer Entry
N > Customers > Standard
Find/Enter Customers



Page 4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NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM
How to Use the Manual
Navigation Boxes describe how to get to the appropriate screen in Oracle to perform the task
NIH Receivables Customer Entry
Oracle Responsibility
N > Customers > Standard
Navigation Path
Find/Enter Customers
Screen Name
Navigation Boxes are always followed by a screen shot of the window you will navigate to.
Page 5

How to Use the Manual

1. Directive statements will help you determine your next step. The statements are indicated in **Bold**
2. Words in **Bold** font indicate a field, window, or button name

If a message is received stating that no customer matched your criteria, goto task #3. Otherwise, goto task #4.

3. Select the **Cancel** button.

Goto task #1.

1

4. Place your cursor in the line associated with the customer contact that displays both the **Party Number** and **Customer Number**.

2

5. Select the **OK** button.

Result: The **Customers - Standard** window is displayed.

Page 6

How to Use the Manual

The shaded fields indicate that the entry is optional or that you should accept the default values

7. Enter the city name in the **Site Name** field.

8. Enter the following address information.

Field	Description
Country	Select the appropriate country from the **LOV**.
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the Postal Code
Province	Enter the province abbreviation
County	Enter the county name

Example: The following is a sample completed **Supplier Sites** window.

If a field is not referenced, you should not change the default value.

Page 7

How to Use the Manual

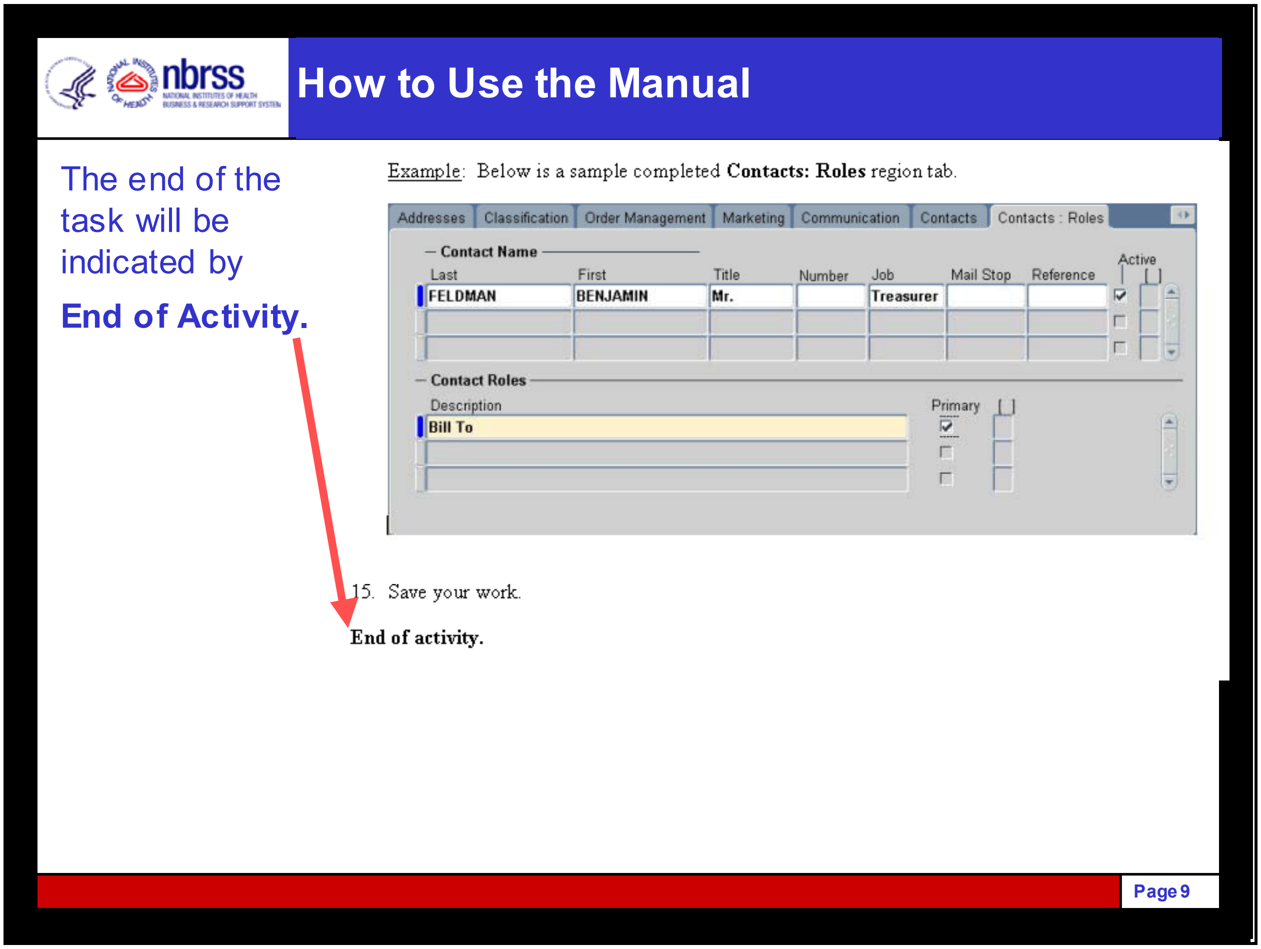
Notes provided after the task instruction provide useful information or helpful hints to complete the step.

13. In the **Payment Method** field, select the appropriate payment method for this supplier.

    Note: Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic**.

14. Save the record.

Page 8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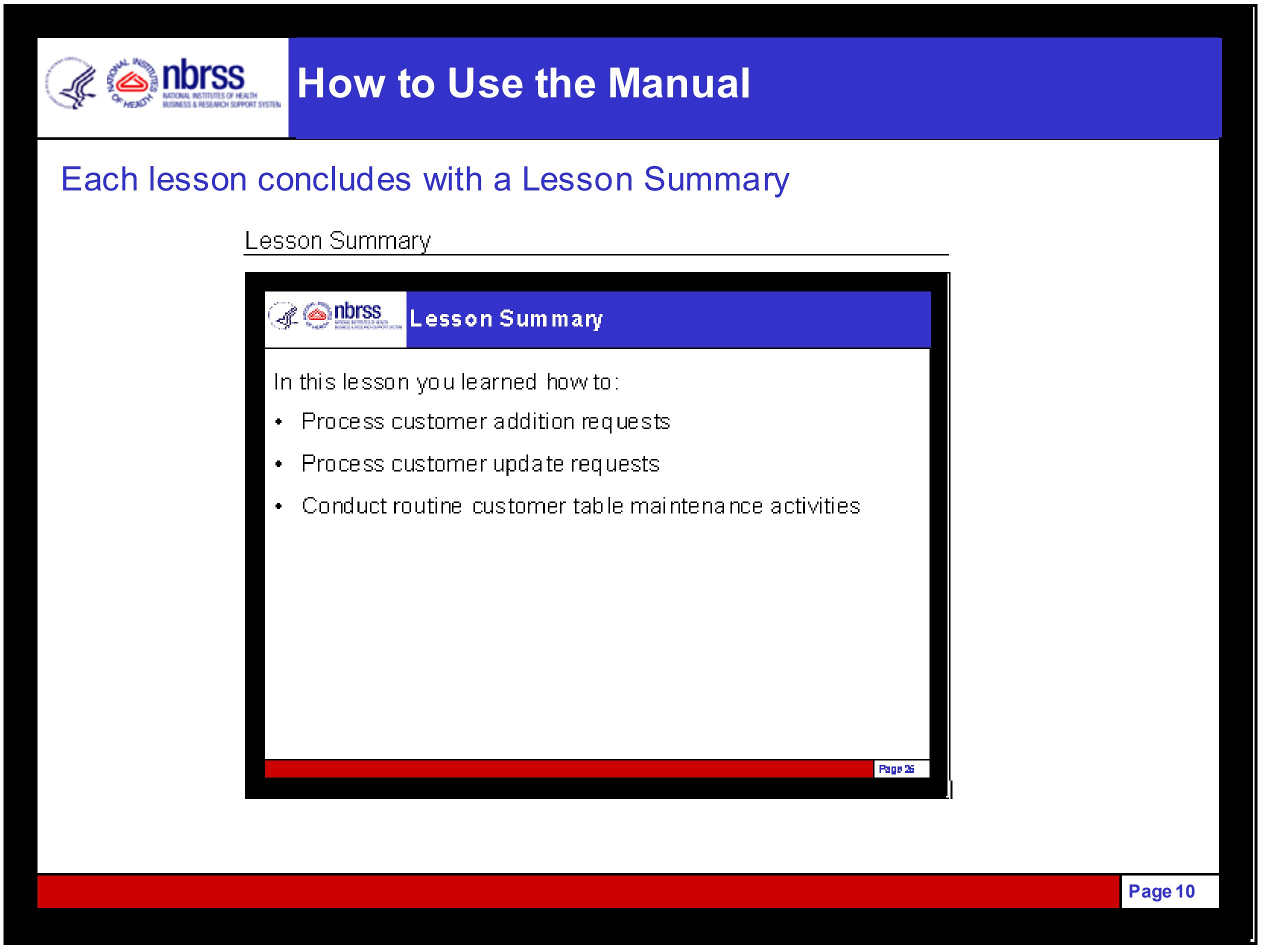
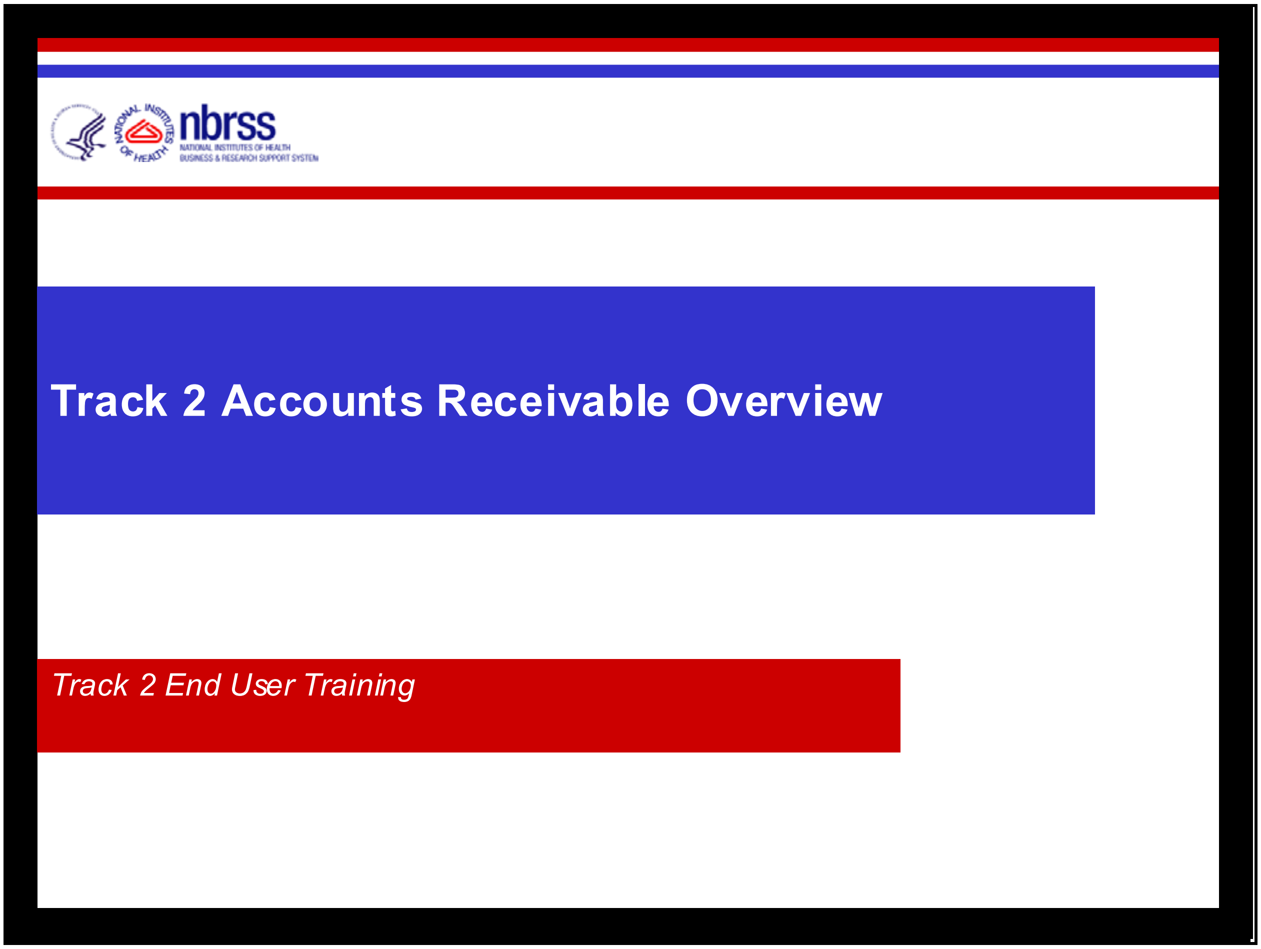
How to Use the Manual
The end of the task will be indicated by
End of Activity.
Example: Below is a sample completed Contacts: Roles region tab.
Addresses
Classification
Order Management
Marketing
Communication
Contacts
Contacts : Roles
Contact Name
Last
First
Title
Number
Job
Mail Stop
Reference
Active
FELDMAN
BENJAMIN
Mr.
Treasurer
Contact Roles
Description
Primary
Bill To
15. Save your work.
End of activity.
Page 9


How to Use the Manual
Each lesson concludes with a Lesson Summary
Lesson Summary
Lesson Summary
In this lesson you learned how to:
• Process customer addition requests
• Process customer update requests
• Conduct routine customer table maintenance activities
Page 26
Page 10

Accounts Receivable Overview

Chapter 3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NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Track 2 Accounts Receivable Overview
Track 2 End User Training

Lesson Objectives

After this lesson you will know:

- What Accounts Receivable functionality is being used in Track 2
- The Accounts Receivable activities related to Sponsored Travel

Page 1

Accounts Receivable Functionality

Track 2 Accounts Receivable Activity is limited to Travel–related Transactions

Sponsored In-Cash Travel

- Sponsor information is held in customer table
- Sponsor in-cash invoices are created in AR upon approval of travel voucher in NBS Travel System
- Sponsor payments are entered and applied to outstanding invoices

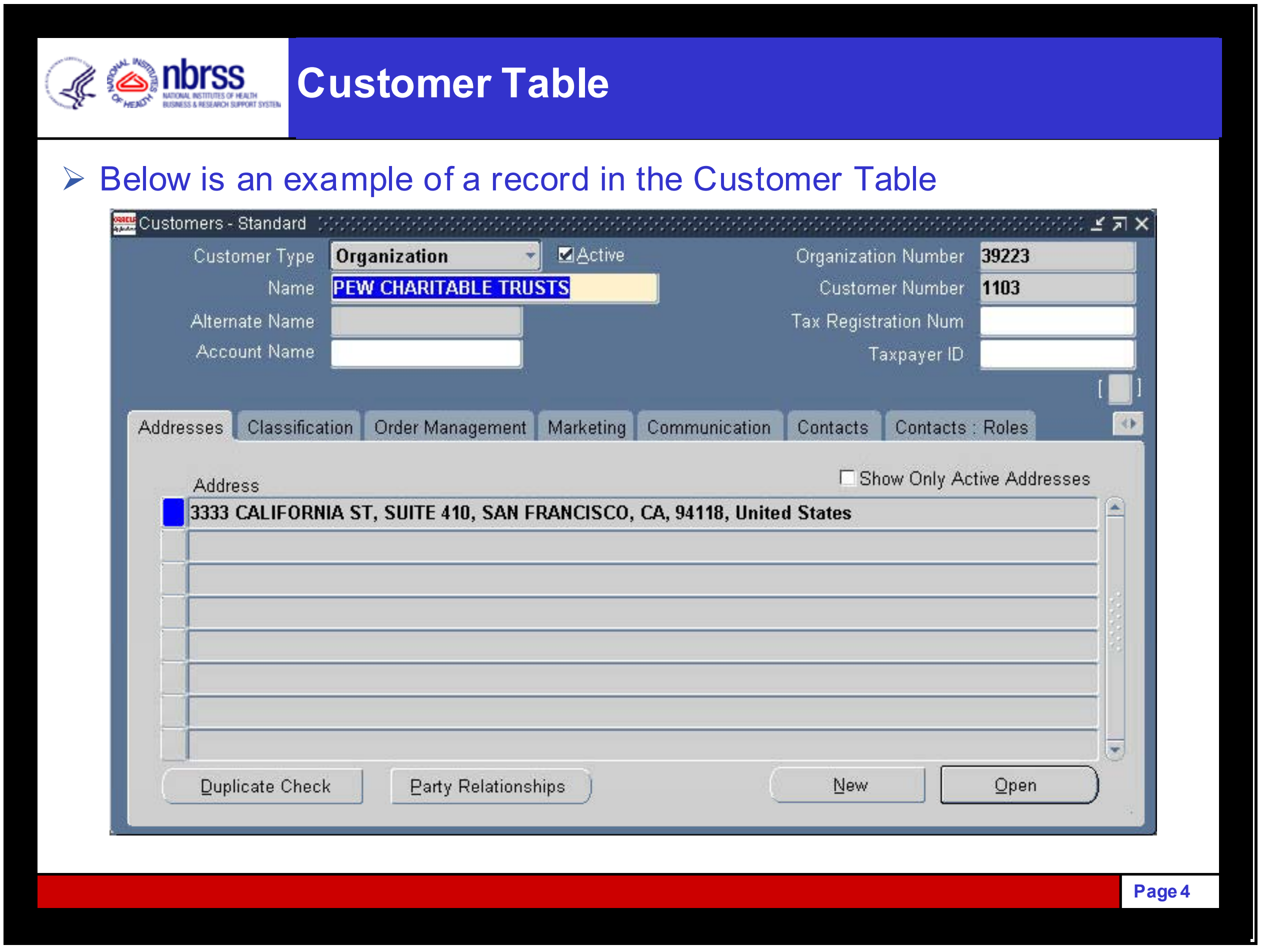
Page 2

Sponsored In-Cash Travel Activities

- Customer Table Maintenance
  - Sponsor information is held in the customer table
  - Sponsor information must be entered into Accounts Receivable before being referenced on a travel document in the NBS Travel System
- Invoices for Sponsor in-cash expenses
  - Invoices are generated upon approval of travel vouchers in NBS Travel System
  - Invoices flow into AR automatically on a nightly basis
  - Actual bills to sponsors will continue to be generated manually outside the NBS system
- Sponsored Travel Payments
  - Sponsor payments are entered and applied to outstanding invoices
  - The Cashiers will do the initial entry
  - The General Ledger Branch is responsible for applying receipts to outstanding invoices

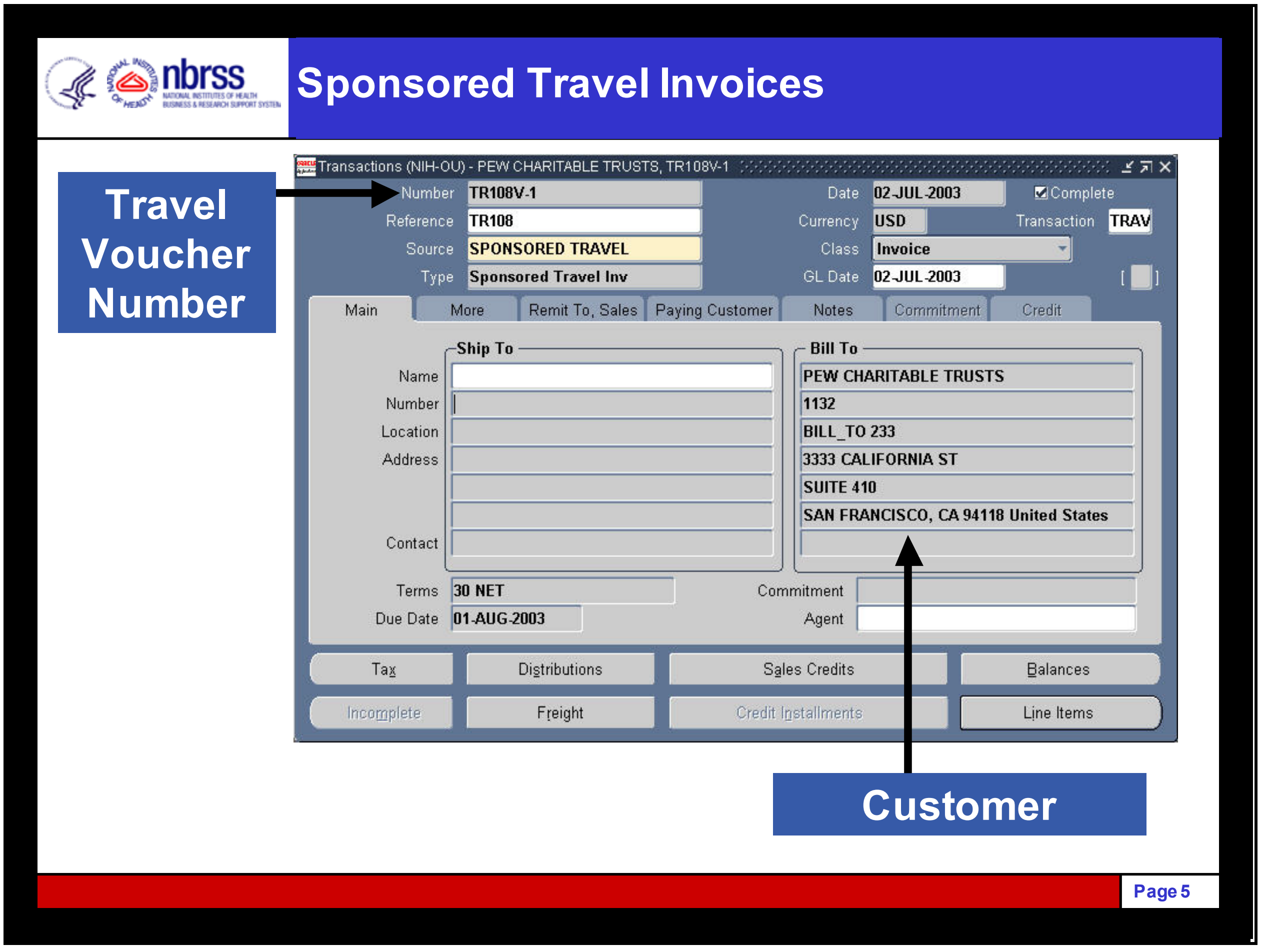
Page 3

Customer Table



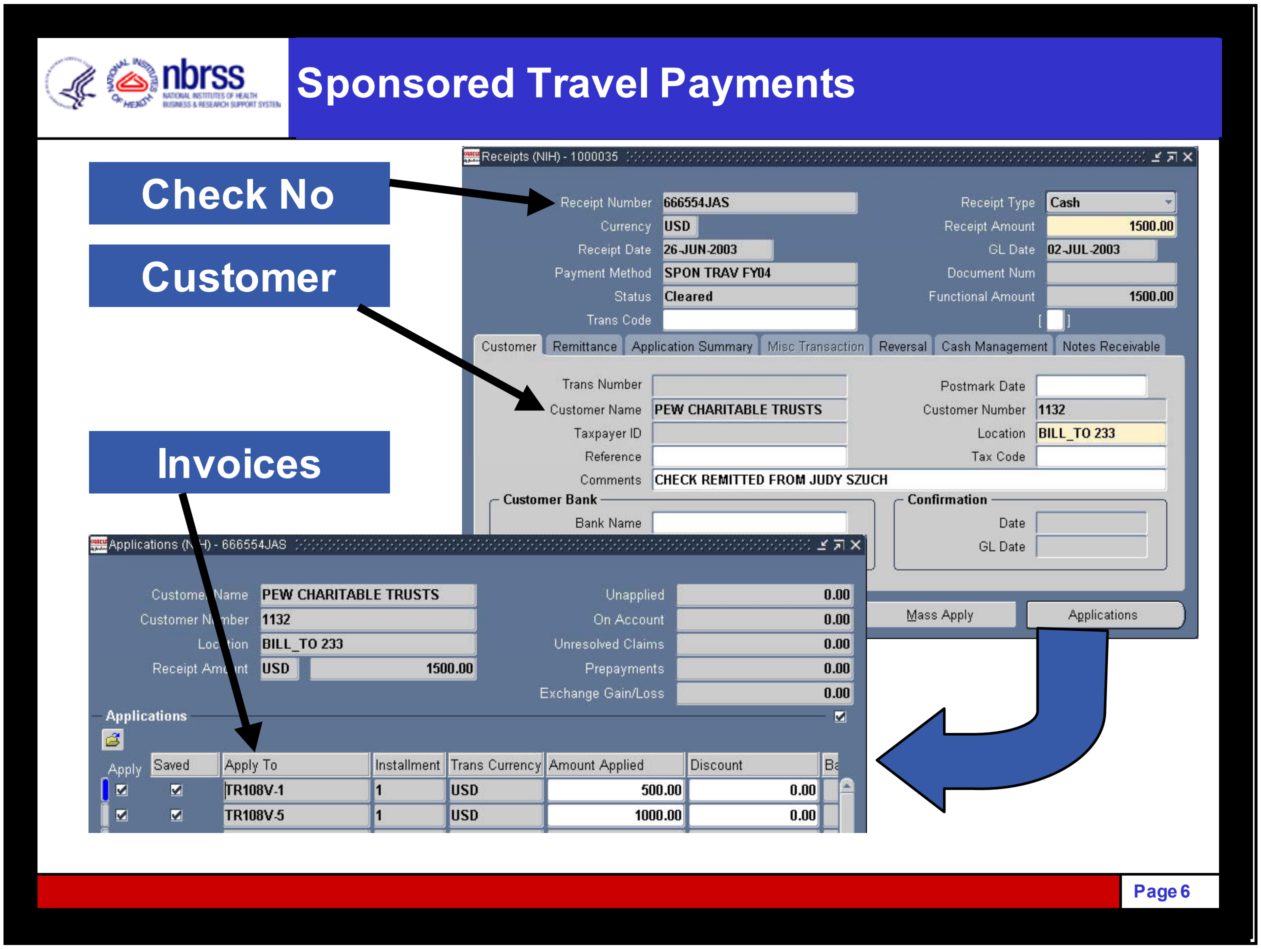
Customer Table Maintenance

- Sponsor information is held in customer table
- Sponsor information must be entered into Accounts Receivable before being referenced on a travel document in the NBS Travel System
- Requests for new sponsors or updates to existing sponsors are handled through the submission of the Customer Request form to the NBRSS Customer Requests mailbox
- Customer table contains the sponsors name, address, and contact and billing information



- Invoices are generated upon approval of travel vouchers in NBS Travel System
- Invoices flow into AR automatically on a nightly basis
- Actual bills to sponsors will continue to be generated manually outside the NBS system
- The **Transaction Number** in Accounts Receivable will be equal to the Travel Voucher number in the NBS Travel System
- The **Source** will always be **Sponsored Travel**
- The **Bill To** block displays the Customer or Sponsor information.

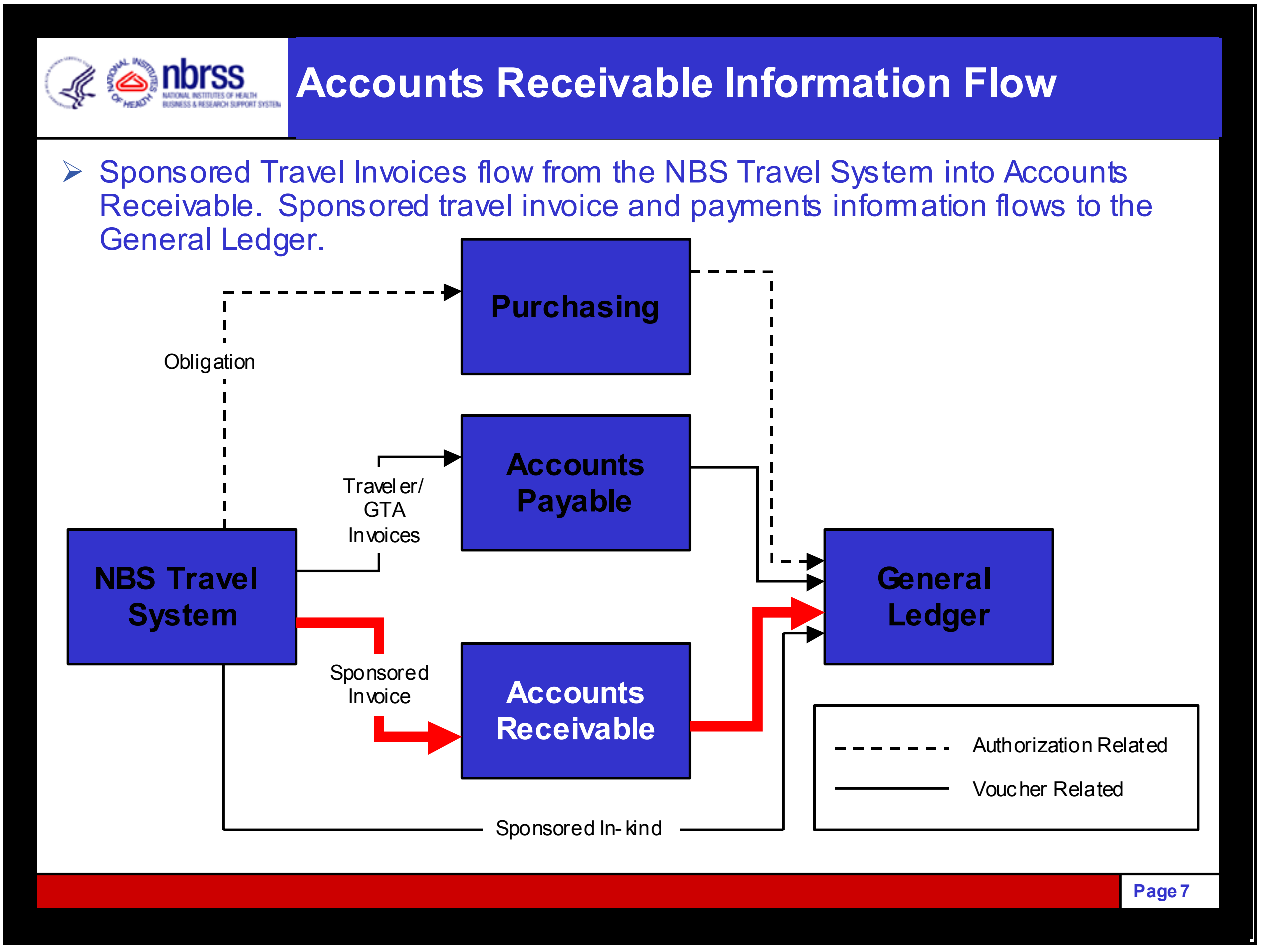
Sponsored Travel Payments



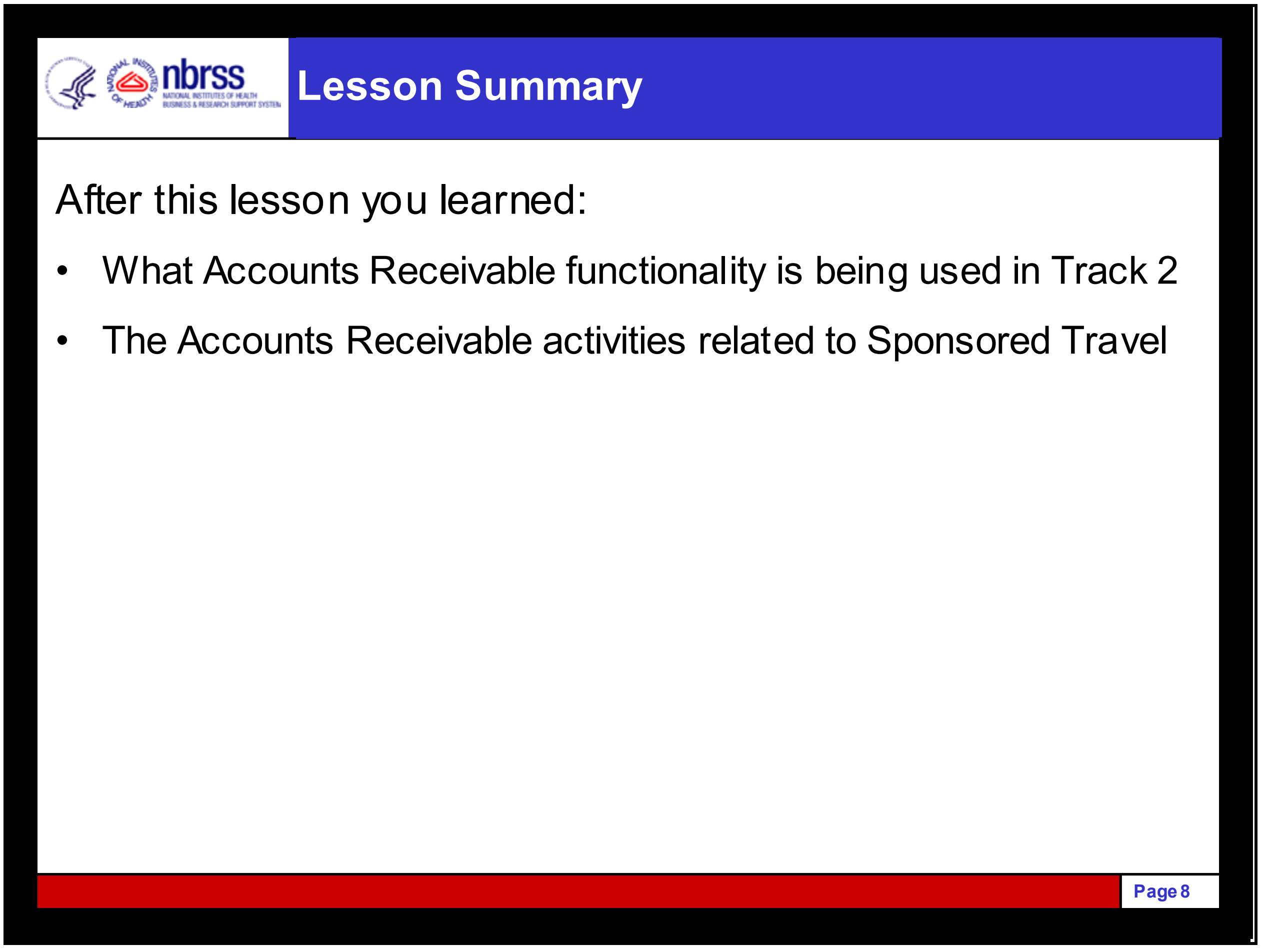
Accounts Receivable receipts record the payment of cash to the NIH.

- Sponsor payments are entered and applied to outstanding invoices
- The Cashiers will do the initial entry of the receipts
- The General Ledger Branch is responsible for applying receipts to outstanding invoices

Accounts Receivable Information Flow



The emphasized arrows indicate the flow of information related to Sponsored In-Cash Travel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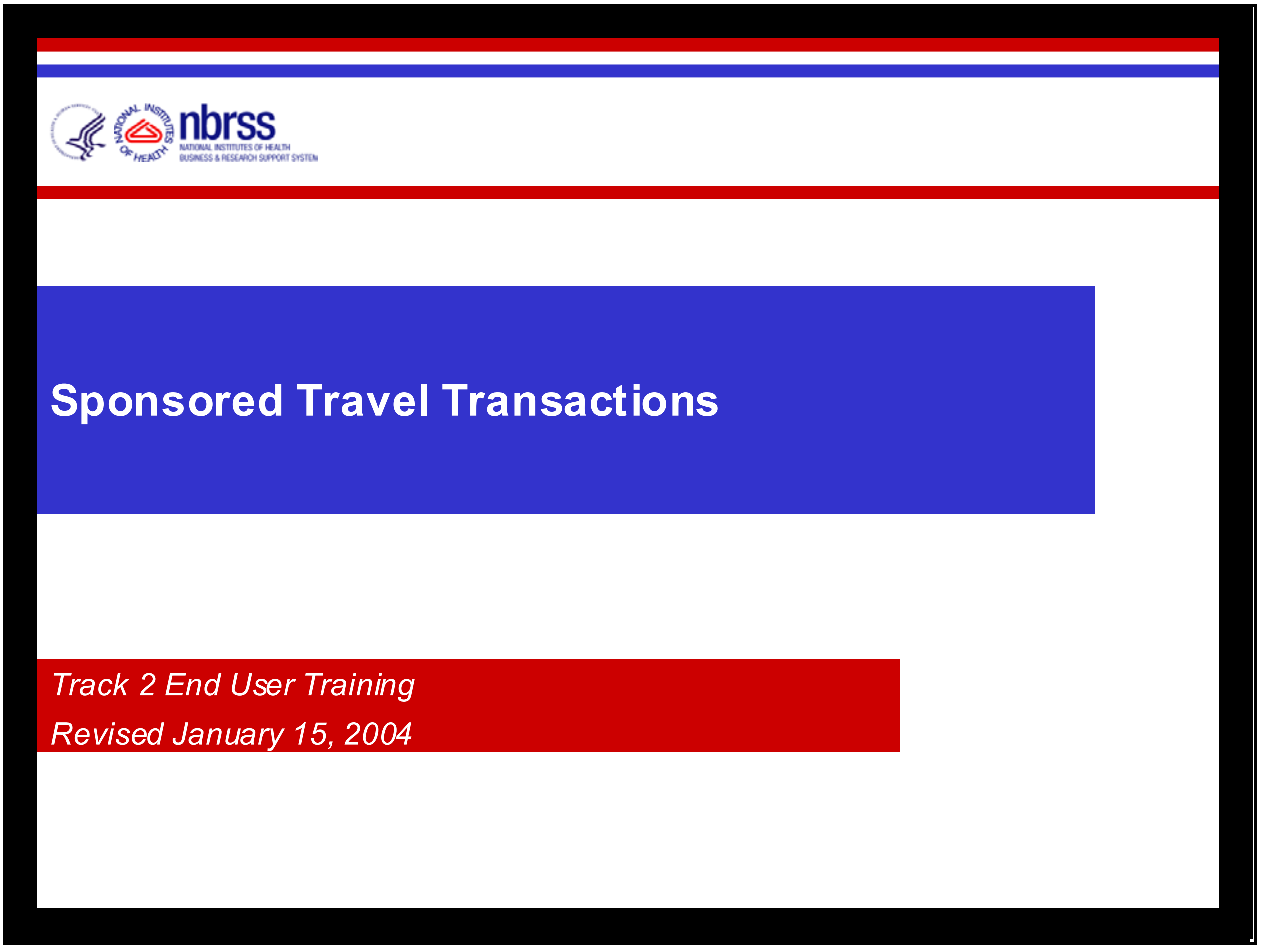
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Lesson Summary
After this lesson you learned:
• What Accounts Receivable functionality is being used in Track 2
• The Accounts Receivable activities related to Sponsored Travel
Page 8

Sponsored Travel Transactions

Chapter 4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NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Sponsored Travel Transactions
Track 2 End User Training
Revised January 15, 2004

Lesson Objectives

After this lesson, you will know how to:

- View sponsored travel invoices
- Process sponsored travel invoice adjustments
- Run reports on sponsored travel transactions

Page 1

Viewing Sponsored Travel Invoices

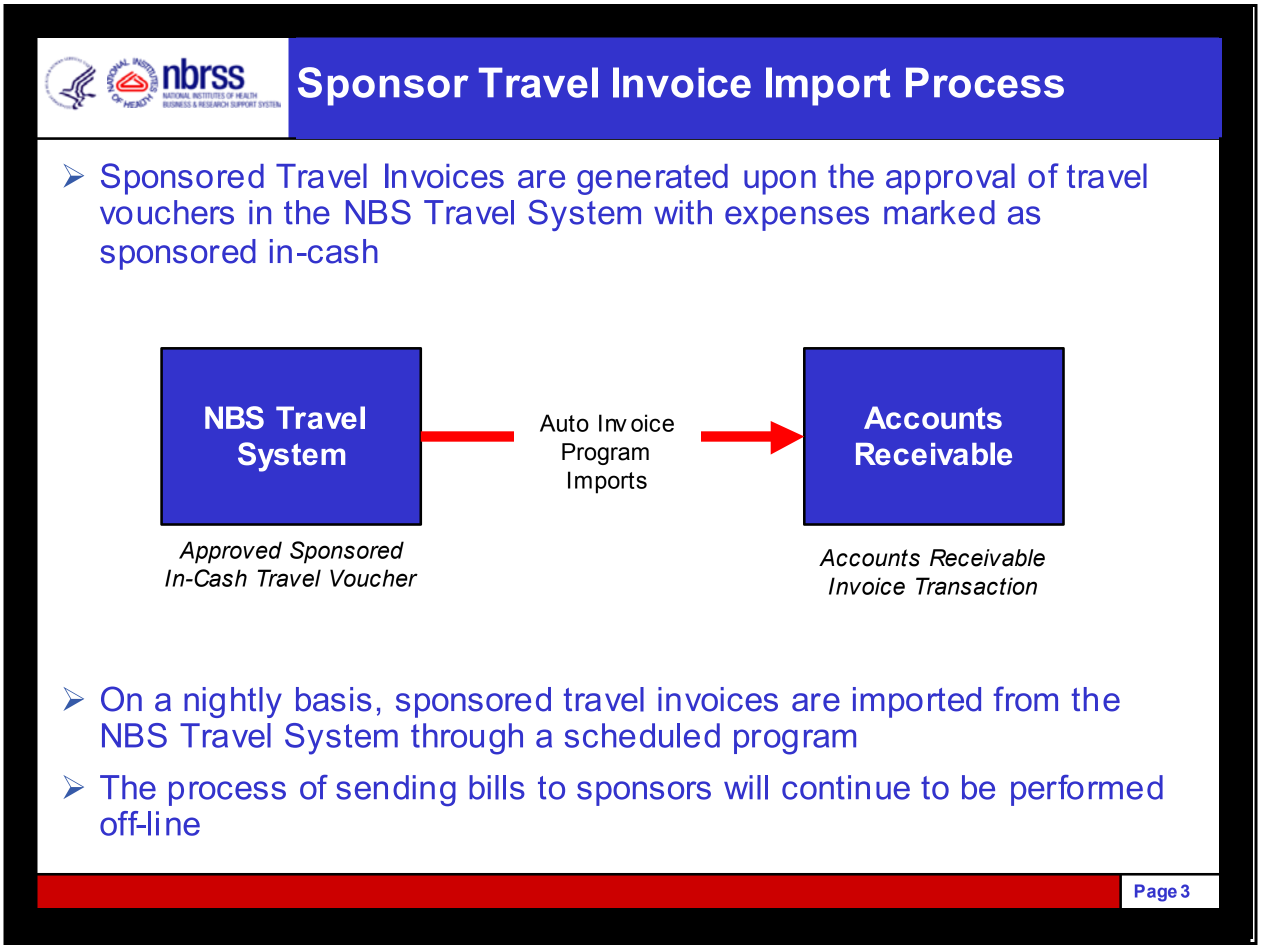
After this lesson, you will know how to:

➔ **View sponsored travel invoices**

- Process sponsored travel invoice adjustments
- Run reports on sponsored travel transactions

Page 2

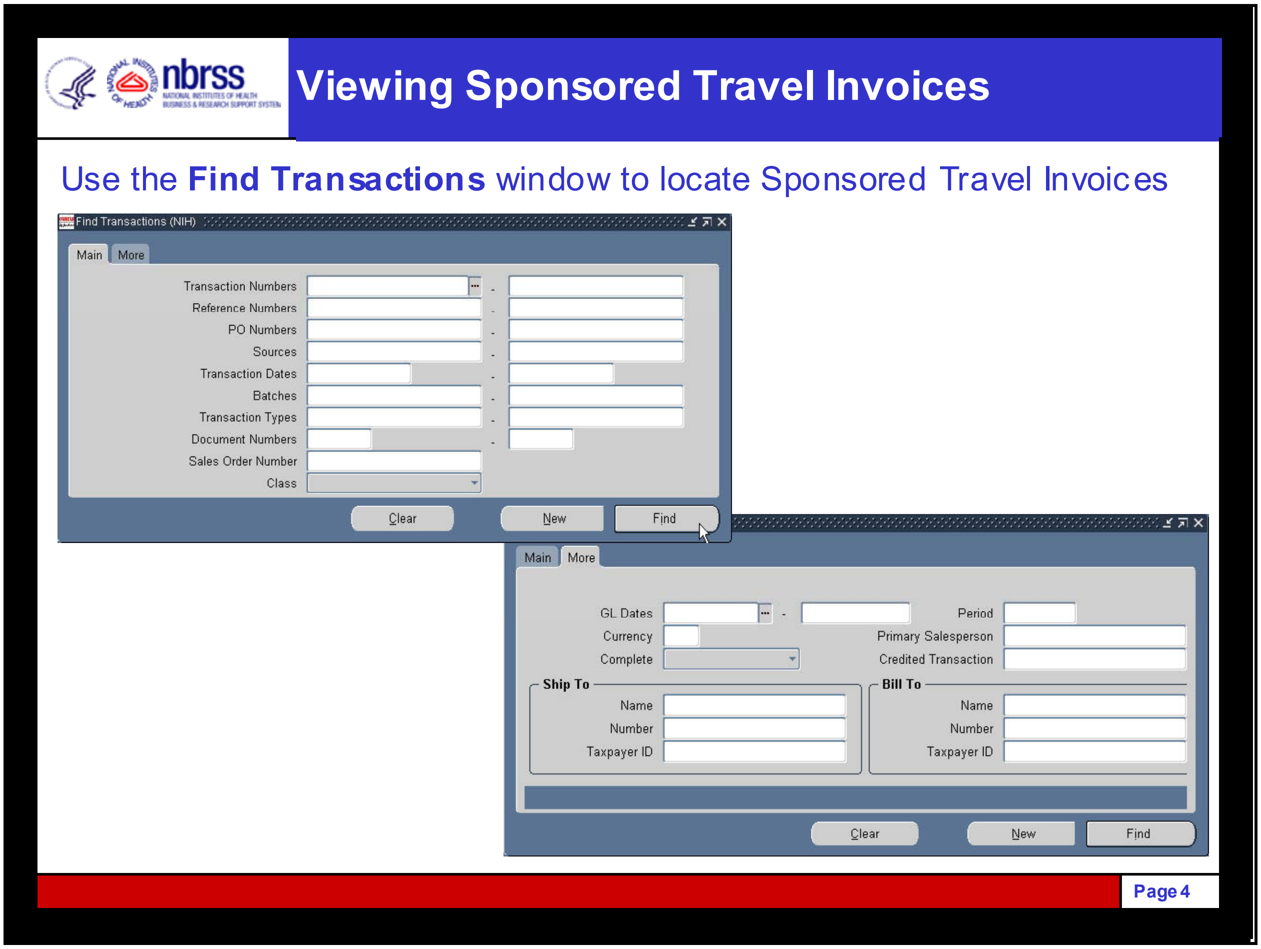
Sponsor Travel Invoice Import Process



The scheduled program is called "AutoInvoice"

The NBS Management Center maintains the autoinvoice schedule and is responsible for monitoring it's execution

Viewing Sponsored Travel Invoices



Steps to search for Sponsored Travel Invoices

- Navigate to N > Transactions > Transaction Summary
- Select the **Find** button from the Application toolbar

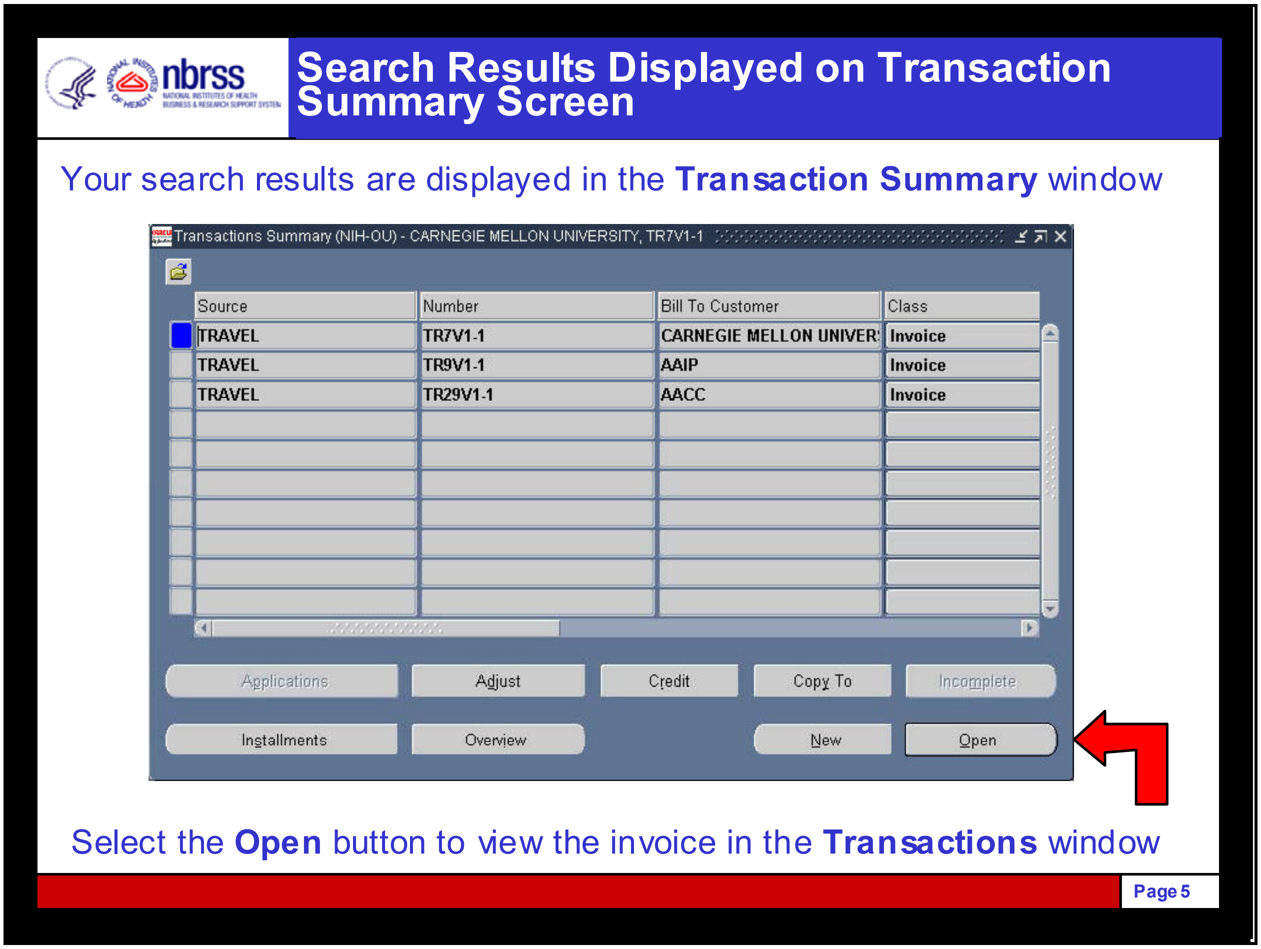
  Result: The **Find Transactions** window is displayed
- Enter your search criteria on the Main and More tabs.

  Note: Fields on which to search include:

  - **Transaction Numbers** (Travel Voucher Number in NBS Travel System)
  - **Transaction Dates** (Dates the invoices were generated)
  - **Bill To Name** (Customer Name)
- Select the **Find** button.

  Result: The query results are displayed on the **Transaction Summary** screen

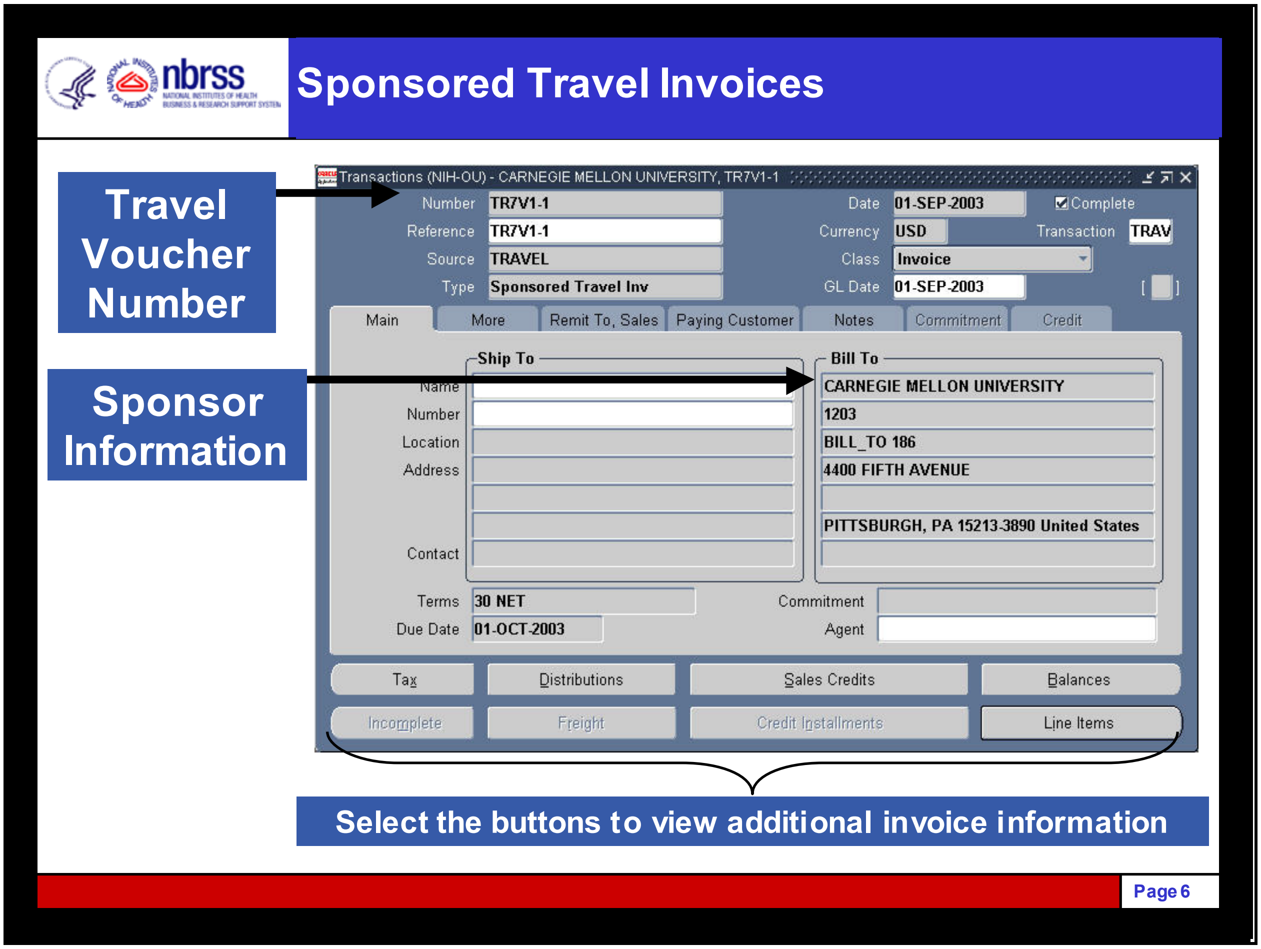
Search Results Displayed on Transaction Summary Screen



You may use the horizontal scroll bar to view additional fields.

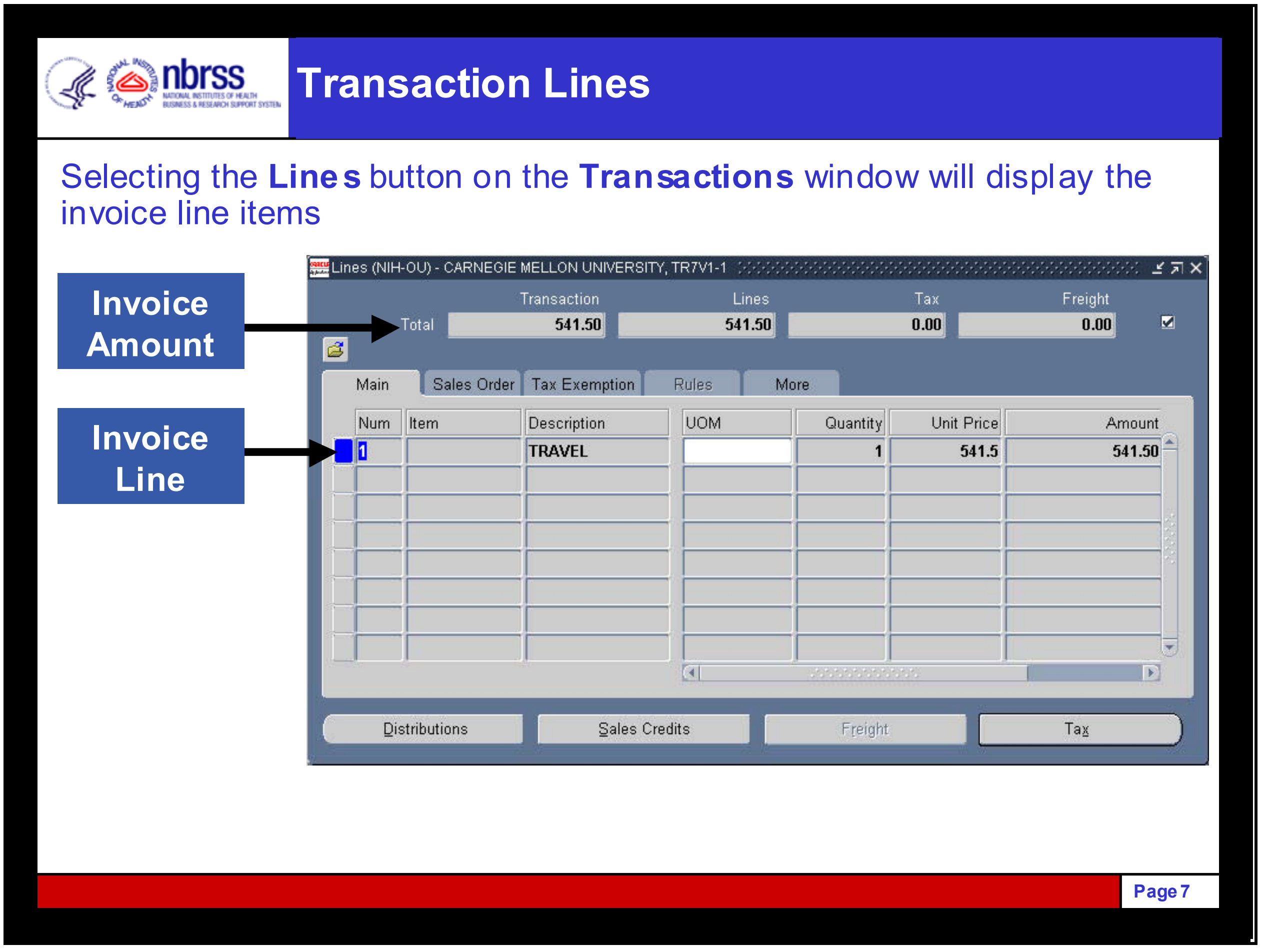
You may use the vertical scroll bar to view additional records

You may select the **Open** button to view the invoice in the **Transactions** window.



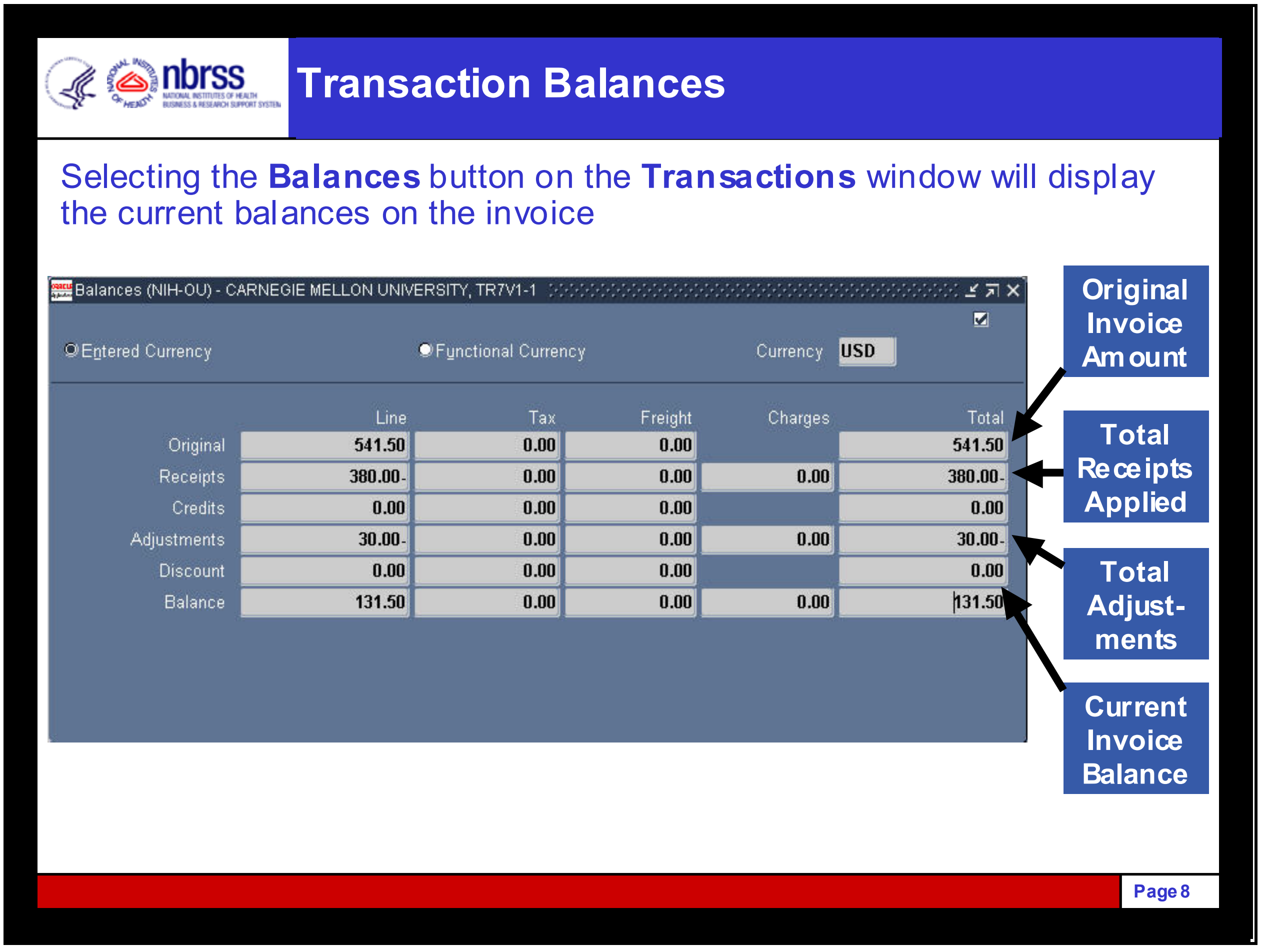
- The **Transaction Number** in Accounts Receivable will be equal to the Travel Voucher number in the NBS Travel System appended by a dash and a sequential number. For example, if a sponsored travel document contained two different vouchers, the first AR invoice would be number TR123V-1, the second AR invoice would be TR123V-2.
- The **Date** field will display the date the invoice was generated.
- The **Source** will always be **Travel**
- The **Class** of transaction is **Invoice**
- The sponsor's name and address as entered in the customer table will be displayed in the **Bill To** block
- The terms of Sponsored Travel Invoices will be 30 Net. The due date is automatically calculated and is equal to 30 days after the transaction date

Transaction Lines



Generally, each sponsored travel invoice will have a single invoice line, which is equal to the amount of the invoice. The NIH does not use the **Tax** and **Freight** functionality for sponsored travel invoices.

Transaction Balances



Totals on the **Balances** screen have the following relationships:

Original = Original Invoice Amounts

Receipts = Total receipts applied to the invoice

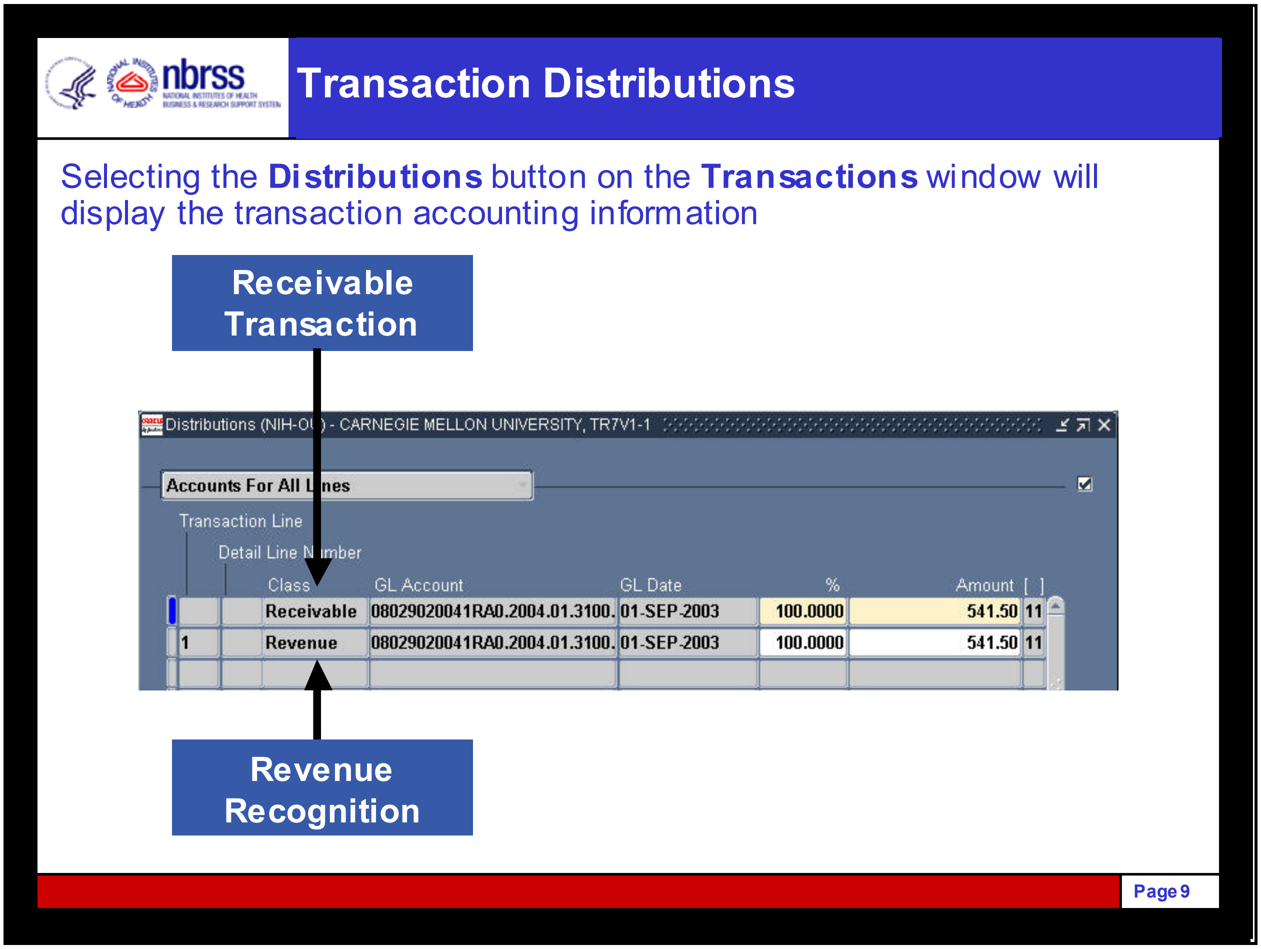
Credits = Total credits applied to invoice (Functionality not being used in Track 2)

Adjustments = Total adjustments made to the invoice (to be discussed later in the chapter)

Discounts = Functionality not being used in Track 2

Balance = Current invoice balance due

Transaction Distributions

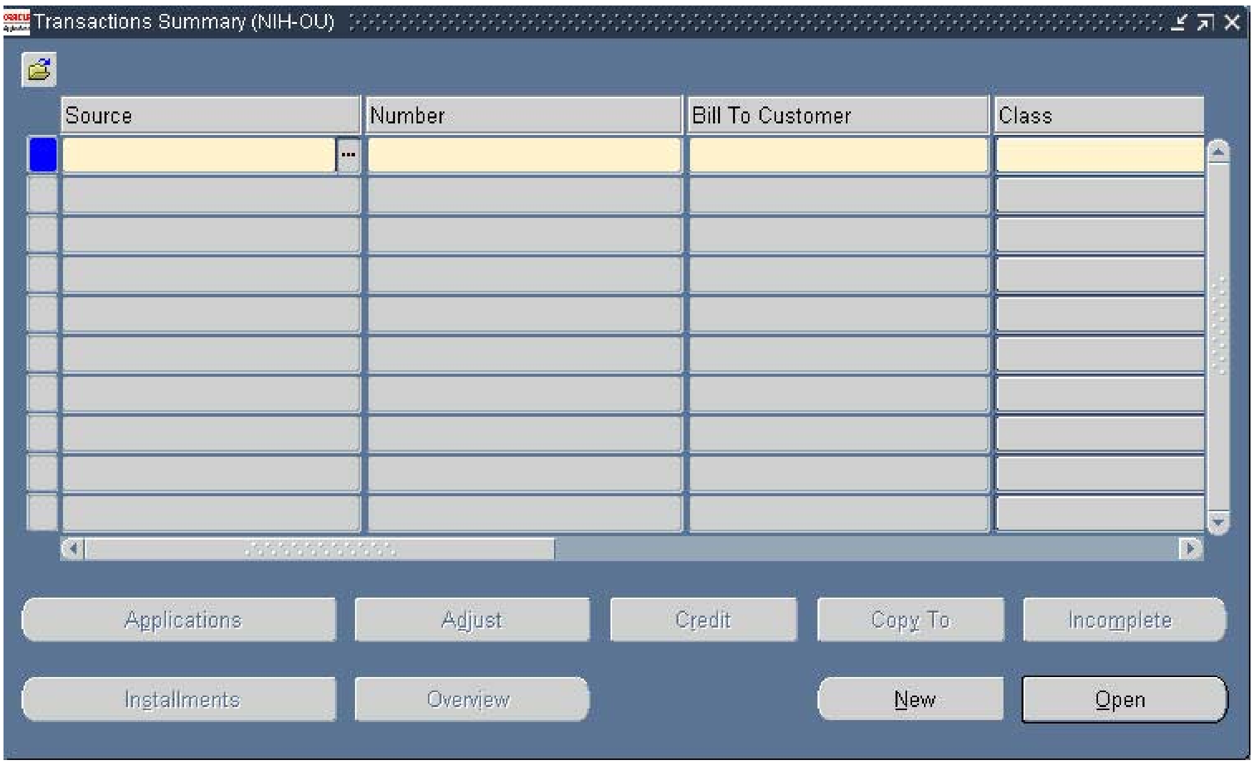


Finding and Viewing Transactions

Purpose

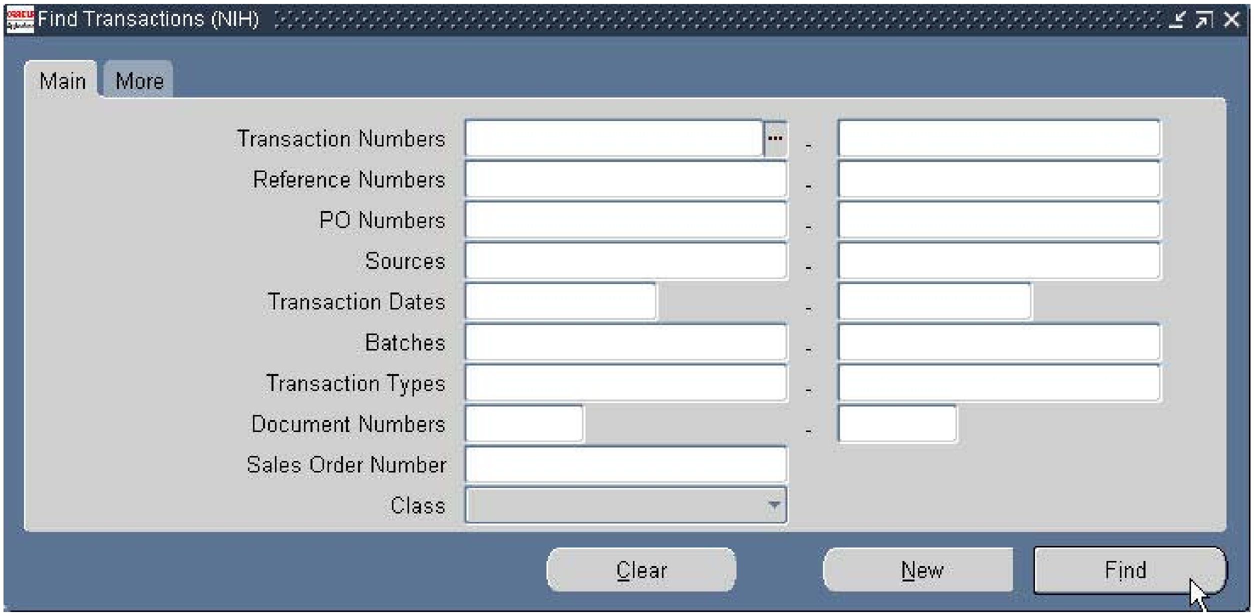
The purpose of this document is to describe how to search for transactions and view transaction data in Accounts Receivable.

NIH Receivables Transaction User
N > Transaction > Transaction Summary
Transaction Summary



1. Select the  **Find** button on the application toolbar.

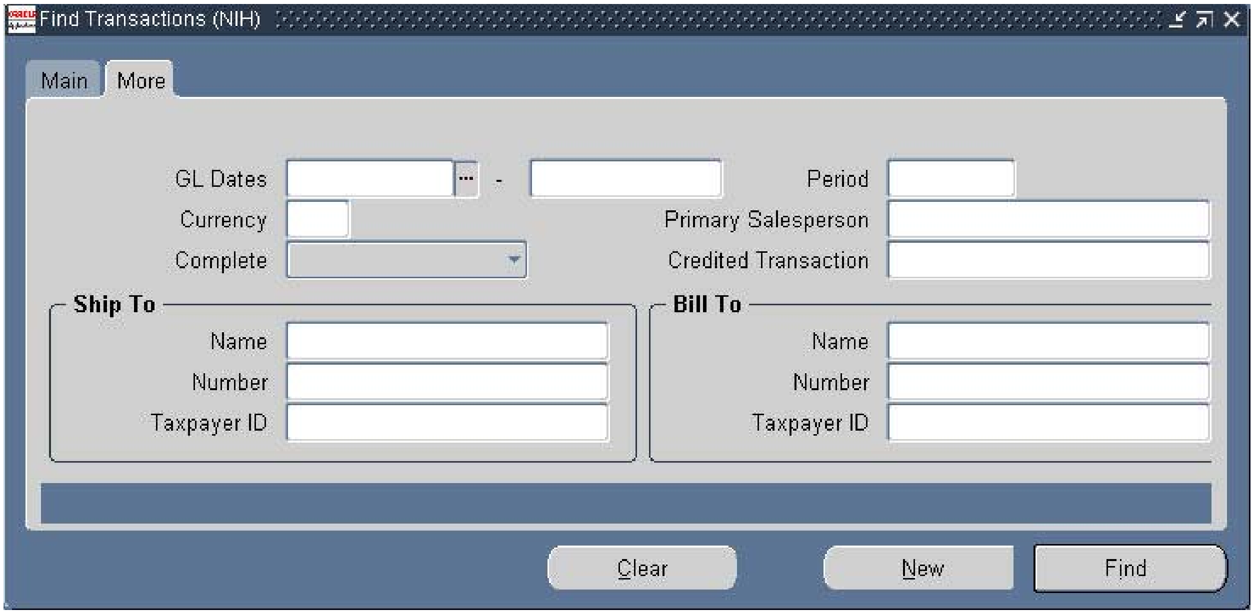
   Result: The **Find Transaction** window is displayed.



2. Enter search criteria in the **Main** region tab as described below:

Field	Description
Transaction Number Range	Enter the transaction number range. If searching for one invoice, enter the same value in the low and high transaction number fields
Reference Number Range	Enter a reference number range. This may be an invoice number
PO Number Range	Enter a PO number range
Source Range	Enter a source range
Transaction Date Range	Enter a transaction date range. This is the date of the invoice, credit memo, or debit memo.
Batches Range	Enter a transaction batch name range
Transaction Types Range	Enter a transaction type range
Document Number Ranges	Currently not being used
Sales Order Number	Currently not being used
Class	Select a value from the drop down list

3. Select the **More** region tab and enter additional search criteria as described below:



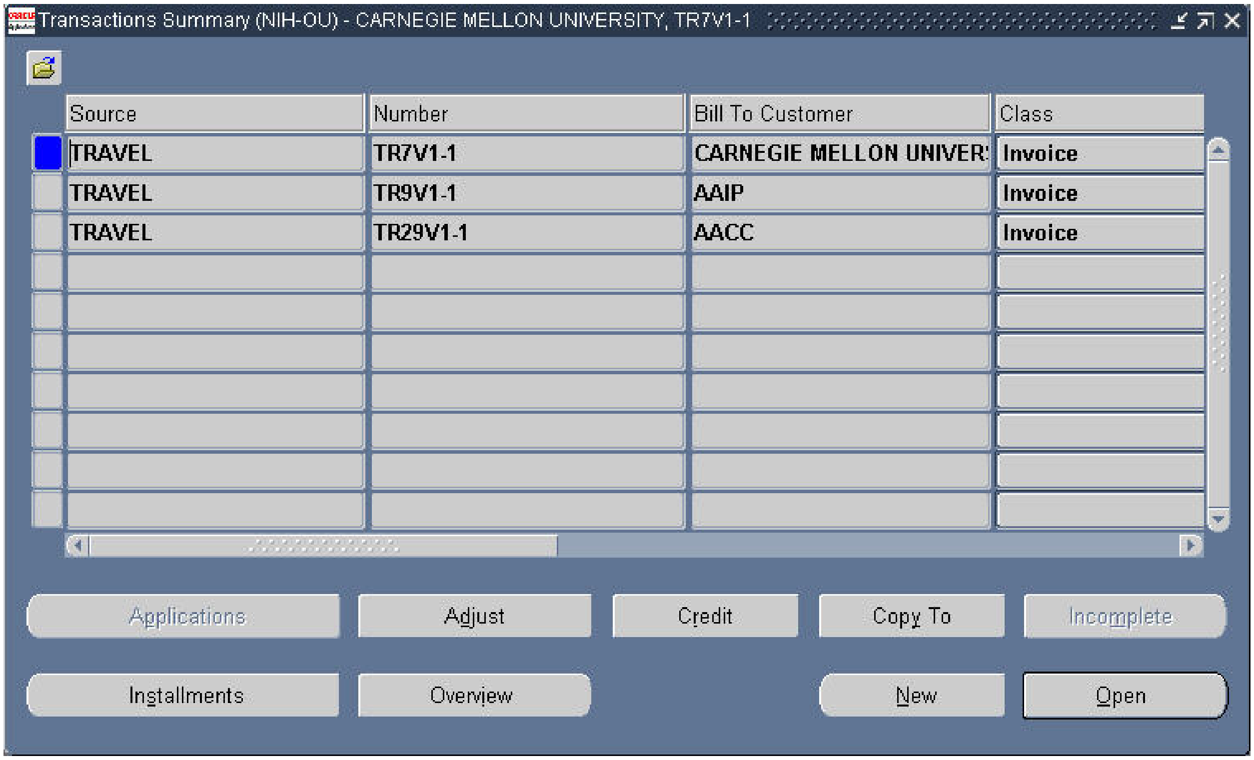
Field	Description
GL Dates	Enter a GL date range
Period	Select a period from the **LOV**
Currency	Enter **USD**
Primary Salesperson	Currently not being used
Complete	Select **Yes** or **No** from the drop down menu
Credited Transaction	Enter an invoice number for a credit transaction
Ship To: Name	Enter the Ship To customer name (Currently not being used)
Ship To: Number	Enter the Ship To customer number (Currently not being used)
Ship To: Taxpayer ID	Enter the Ship To customer taxpayer ID (Currently not being used)
Bill To: Name	Select the Bill To customer name from the **LOV** Note: This is the preferred way to search for transactions for a given customer.
Bill To: Number	Select the Bill To customer number from the **LOV**
Bill To: Taxpayer ID	Currently not being used.

Notes:

- The more specific search criteria you enter, the faster the search will complete.
- At least one search criterion should be used.

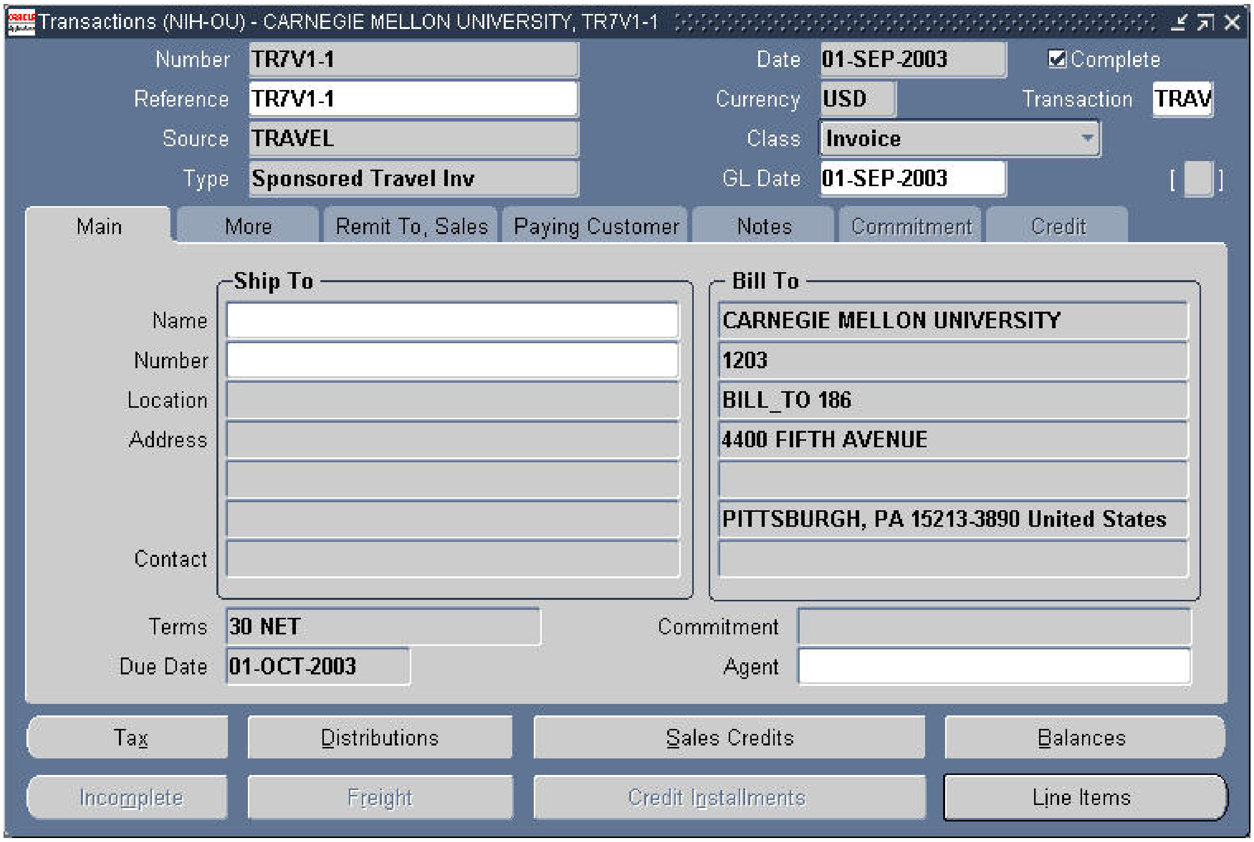
4. Select the **Find** button.

   Result: The **Transaction Summary** window displays your search results.



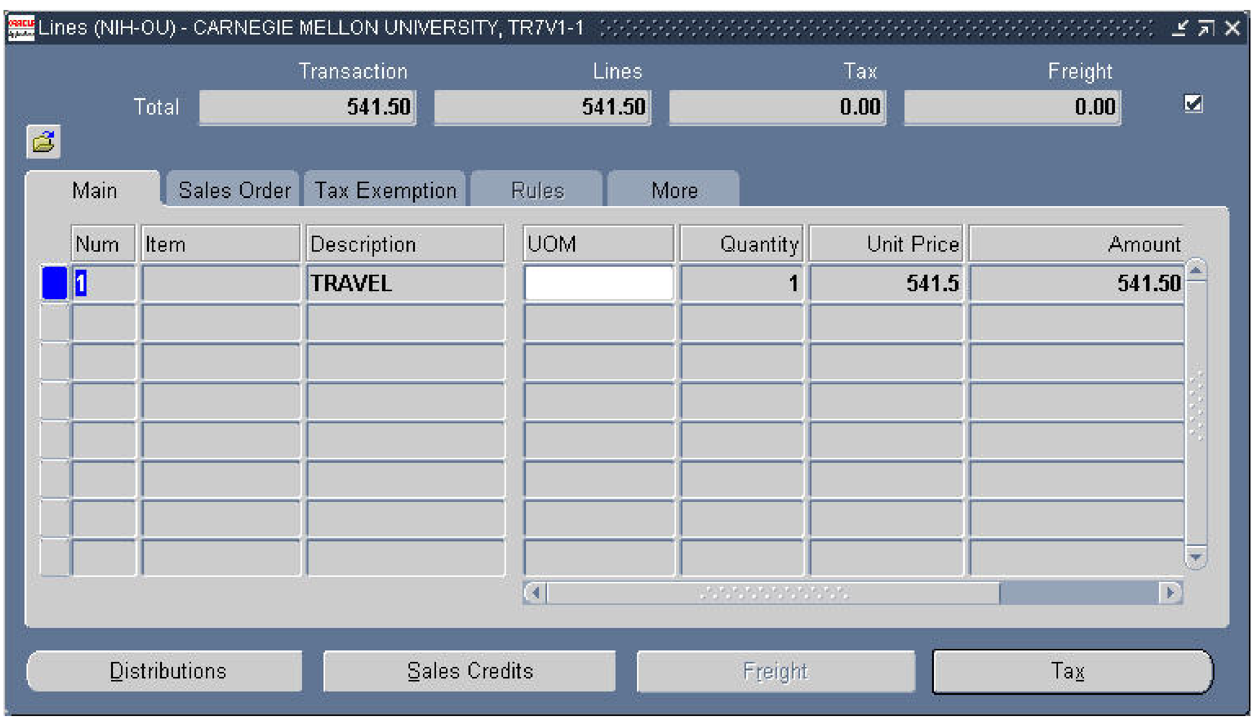
5. Place your cursor in the line of the transaction you would like to review and select the **Open** button.

   Result: The **Transaction** window is displayed.



6. Select the **Line Items** button to view the transaction lines.

Example:

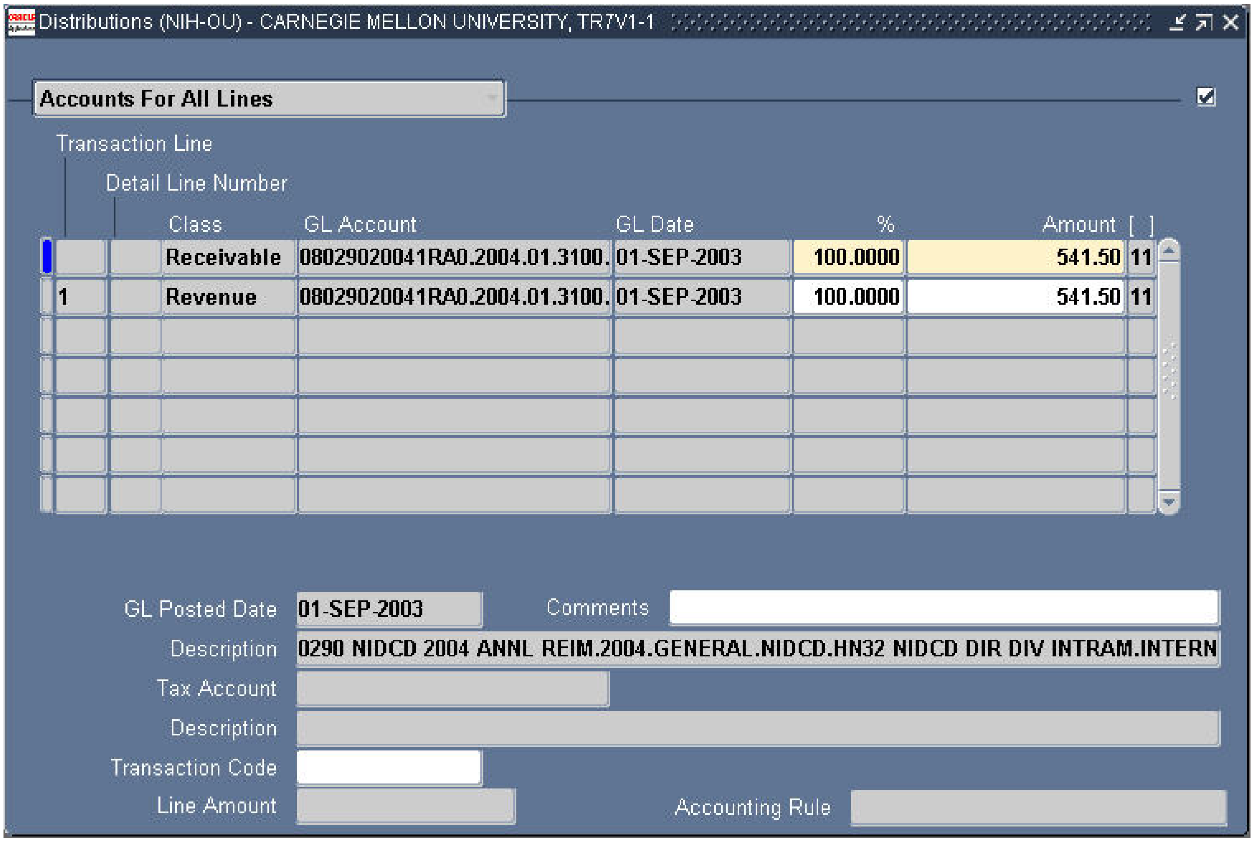


Note: The transaction amount is listed in the **Transaction Total** field.

7. Close the **Lines** window.

8. Select the **Distributions** button to view the accounting distribution for the transaction.

   Example:

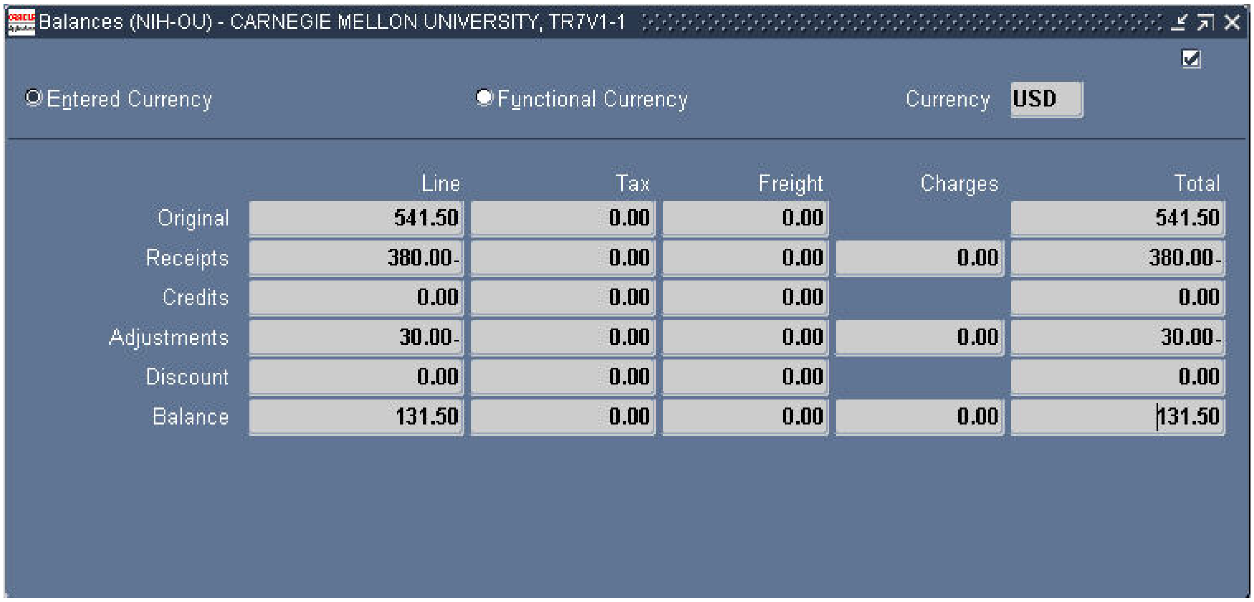


Note: Place your cursor in the GL Account field and click on the **Edit**  button on the toolbar to view the entire account code.

9. Close the **Distributions** window.

10. Select the **Balances** button to review the balance of the transaction.

    Result: The **Balances** window will be displayed.



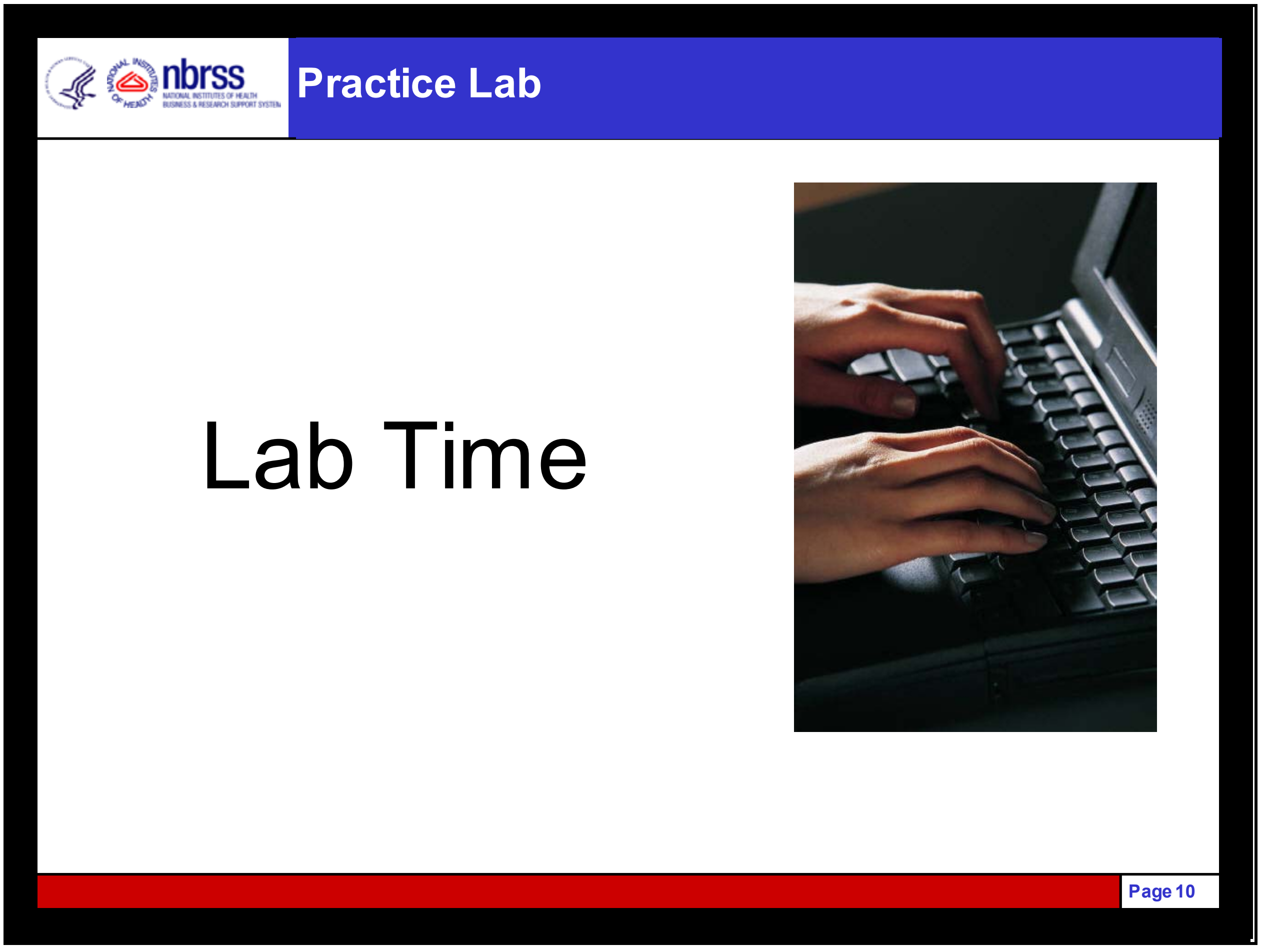
<u>Notes:</u>

- The Original line indicates the original transaction amount.
- Receipts will display any receipts that have been applied to the transaction
- Adjustments will display any adjustments made to the transaction.
- Balance will display the current debit or credit balance of the transaction.

11. Close the **Balances** window.

End of activity.

Practice Lab



Complete Lab 1: Viewing Sponsored Travel Transactions

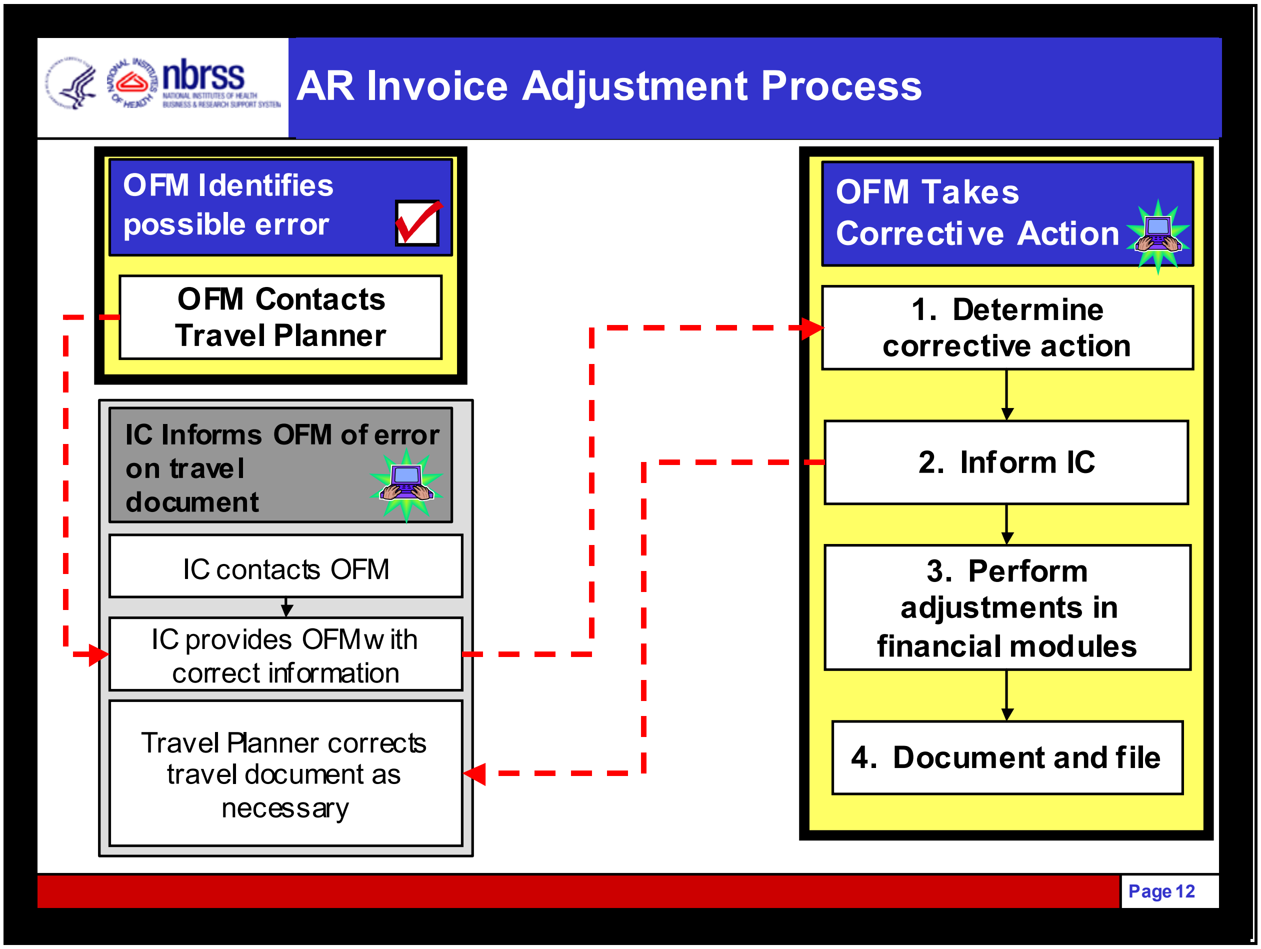
Processing Sponsored Travel Invoice Adjustments

After this lesson, you will know how to:

- View sponsored travel invoices
- ➔ **Process sponsored travel invoice adjustments**
- Run reports on sponsored travel transactions

Page 11

Option 3: Oracle Extension



Errors may be identified by the IC or OFM. OFM most likely will notice the need for an adjustment while reconciling a customer's account.

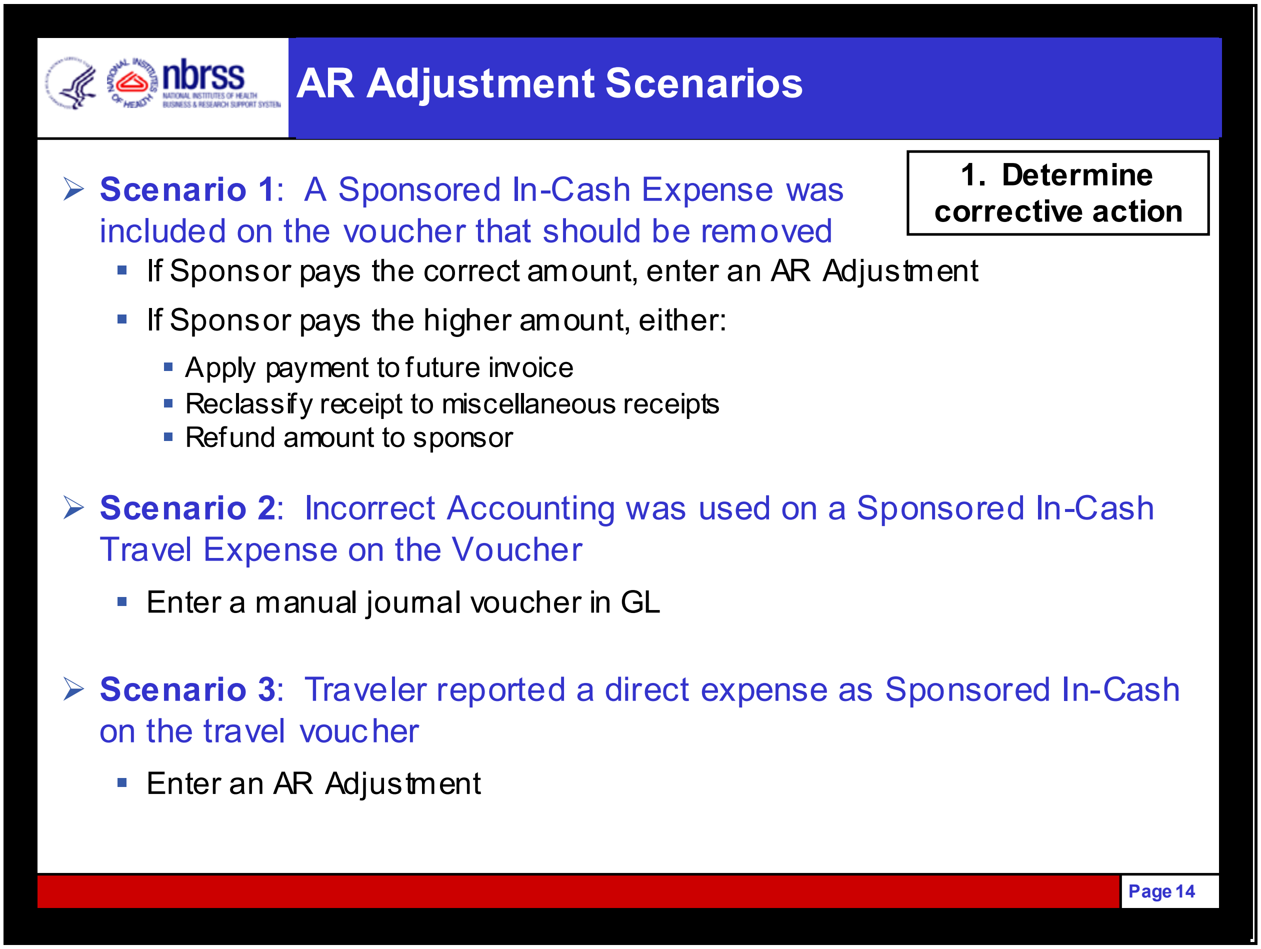
Determining the corrective action

Determining the corrective action

- OFM must determine the appropriate corrective action based upon the specific details of each situation
- The Travel and General Ledger offices must work together to ensure the correct solution is developed and the appropriate adjustments are made
- Eight scenarios have been identified as the most probable adjustment scenarios
- Use the eight scenarios listed in the upcoming slides to determine the appropriate corrective action

1. Determine corrective action

AR Adjustment Scenarios



Scenarios 1 – 7 require an adjustment to the AP invoice, either in AP or in the GL.

Scenario 8 requires AP action in the event that a refund to the sponsor is required.

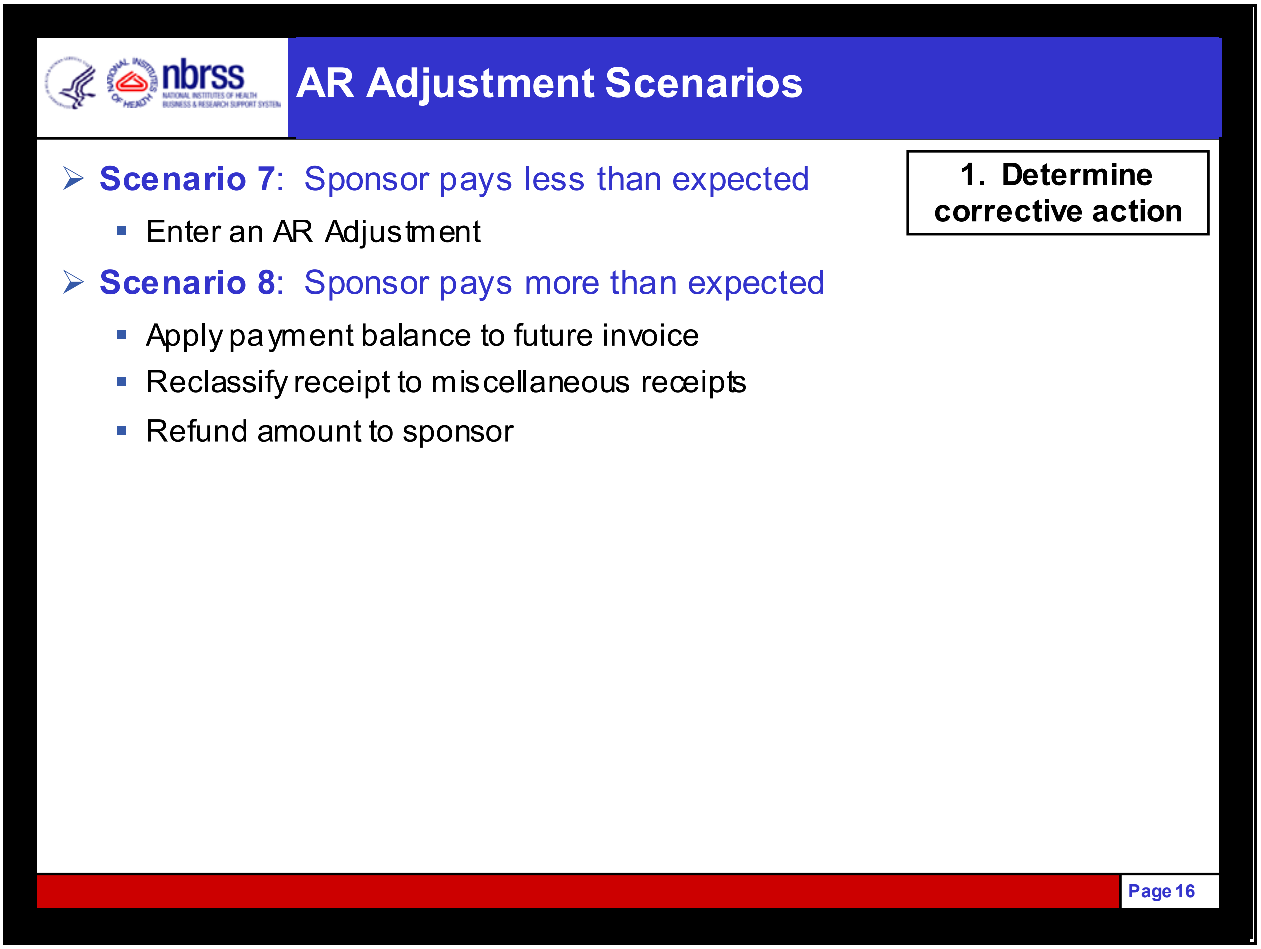
AR Adjustment Scenarios (cont.)

AR Adjustment Scenarios (cont.)

1. Determine corrective action

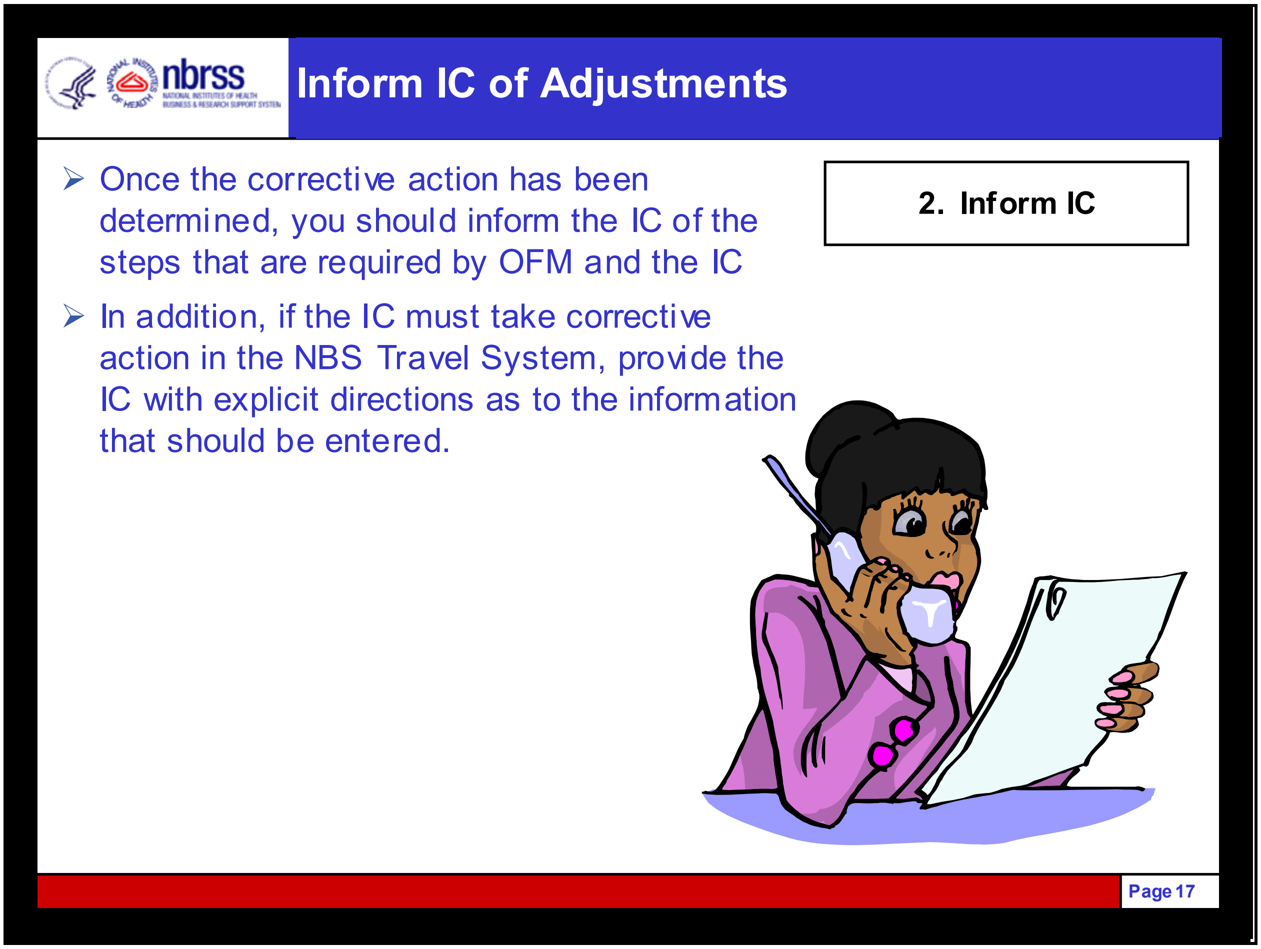
- **Scenario 4**: Traveler reported a sponsored in-cash expense to a direct project on the travel voucher
  - Enter a manual journal voucher in GL
- **Scenario 5**: Traveler reported a sponsored in-kind expense as a sponsored in-cash expense on the travel voucher
  - If Sponsor pays the correct amount, enter an AR Adjustment
  - If Sponsor pays the incorrect amount, refund amount to sponsor
  - Enter a manual journal voucher in GL to reverse the in-kind transaction.
- **Scenario 6**: Traveler reported a sponsored in-cash expense as a sponsored in-kind expense on the travel voucher
  - Enter a manual journal voucher in GL to reverse the in-kind transaction.
  - The Travel Planner enters a new voucher for the in-cash amount previously reported in error

Page 15

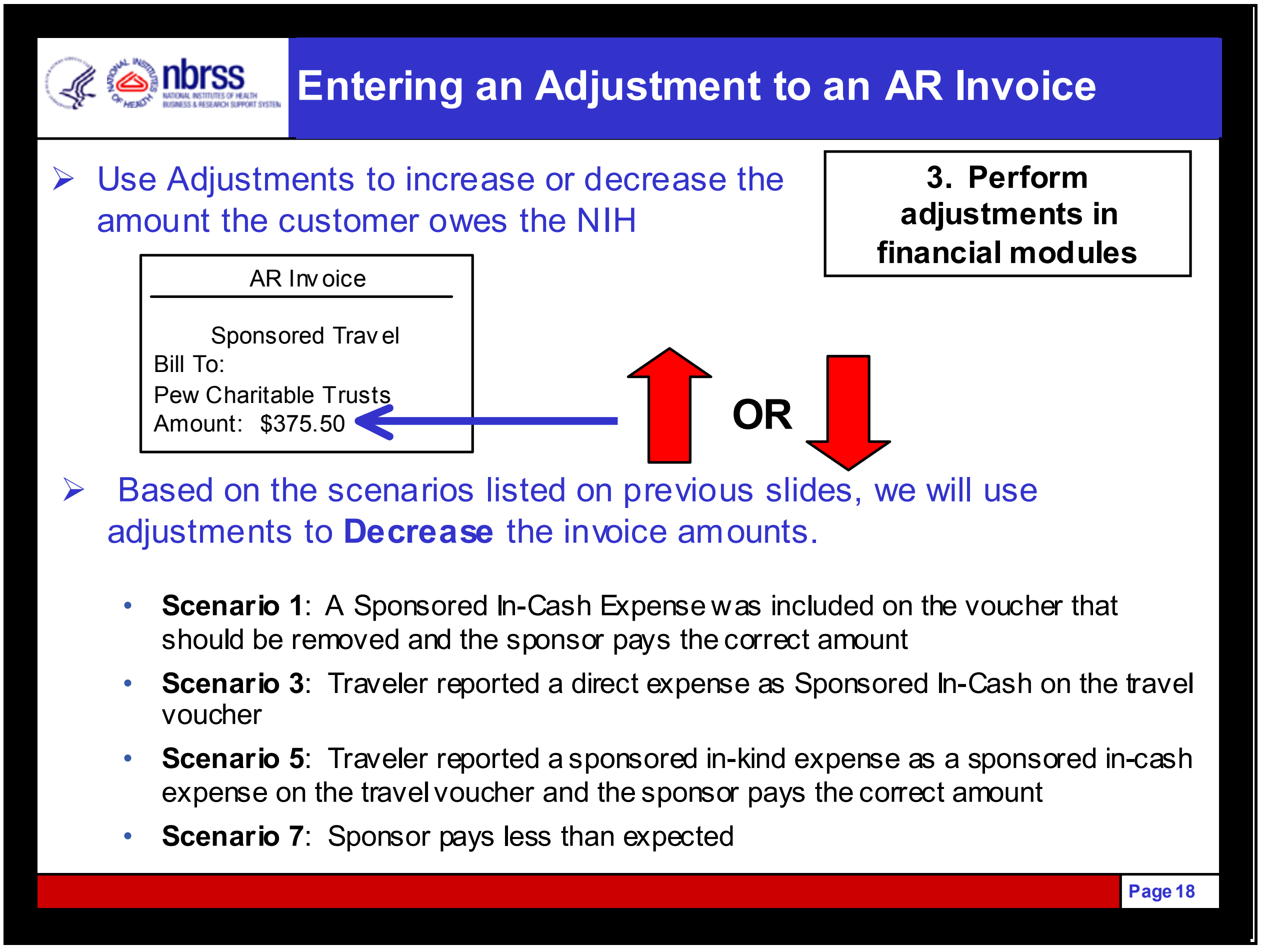


These are the most common adjustments that the AR group will encounter.

Inform IC of Adjustments

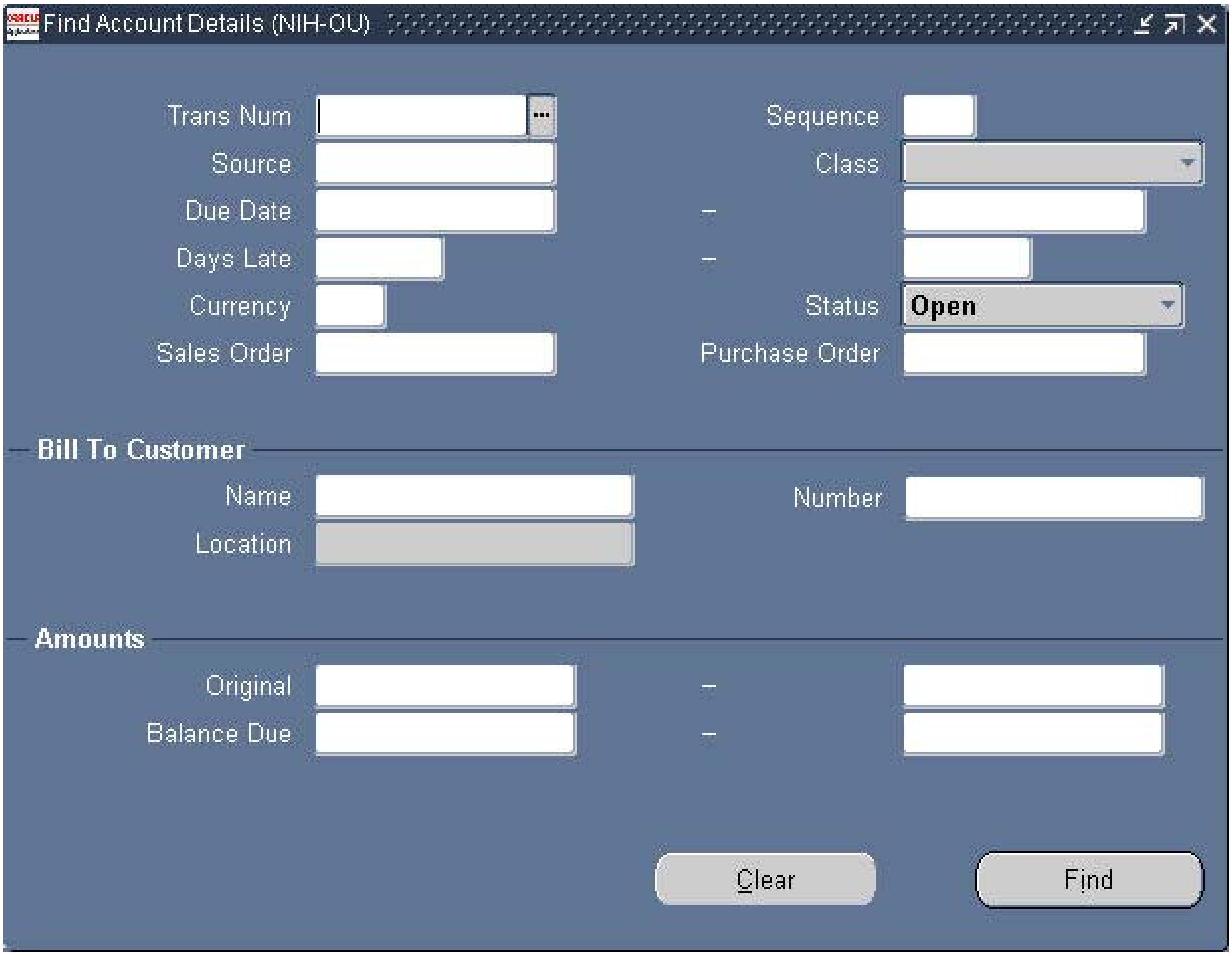


Entering an Adjustment to an AR Invoice



Entering an AR Invoice Adjustment

NIH Receivables Transactions User
N > Collections > Account Details
Find Account Details

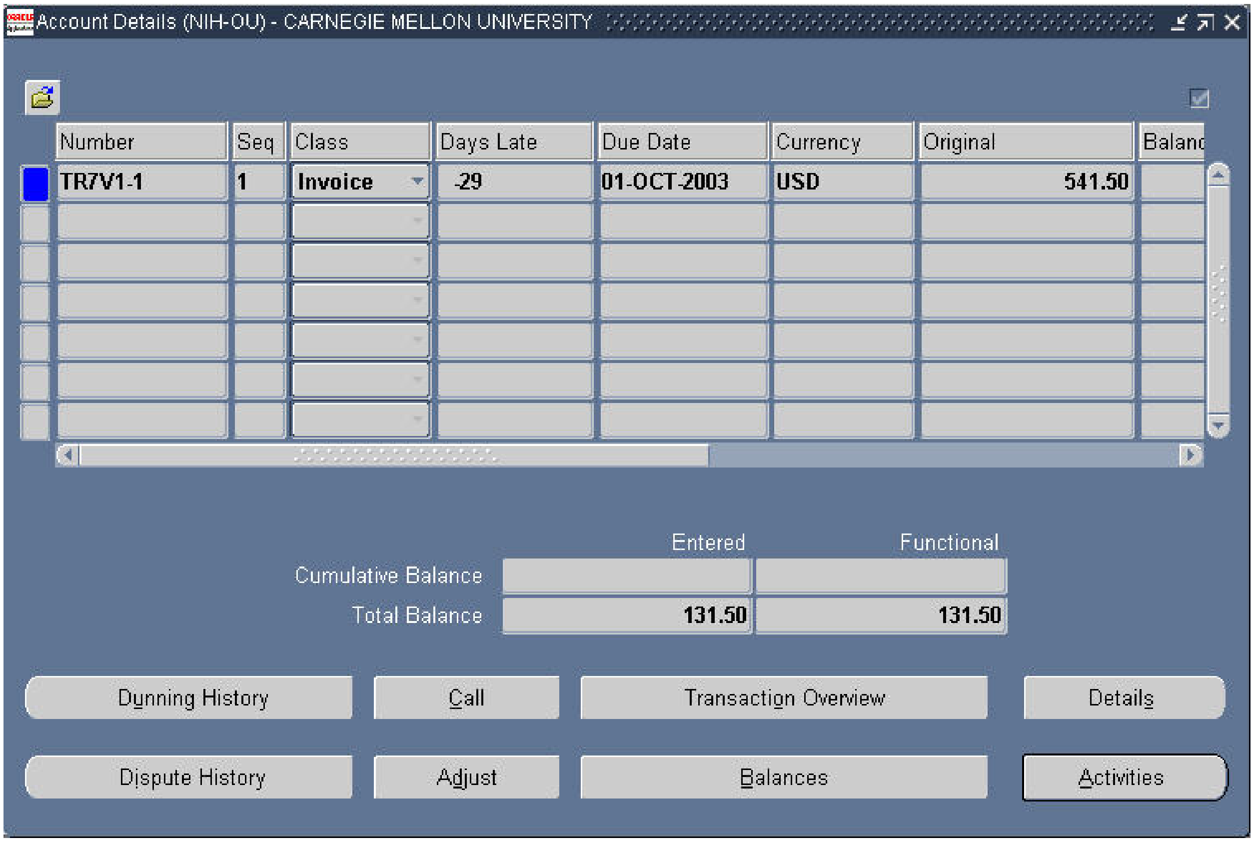


1. Enter the appropriate search criteria.

   Note: Possible fields to complete include **Trans Number** and **Bill To Customer Name**.

2. Select the **Find** button.

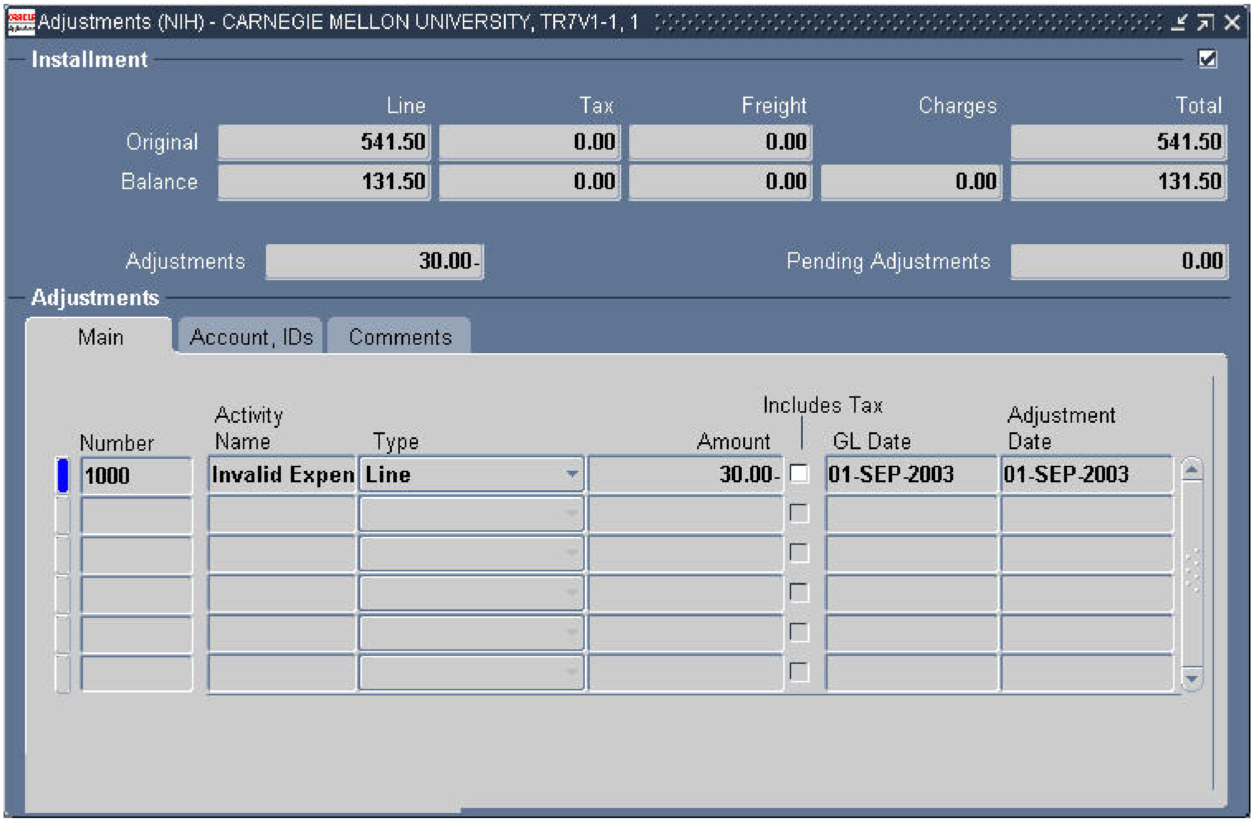
   Result: The **Account Details** window displays the results of your search.



3. Place your cursor in the invoice line that you want to adjust.

4. Select the **Adjust** button.

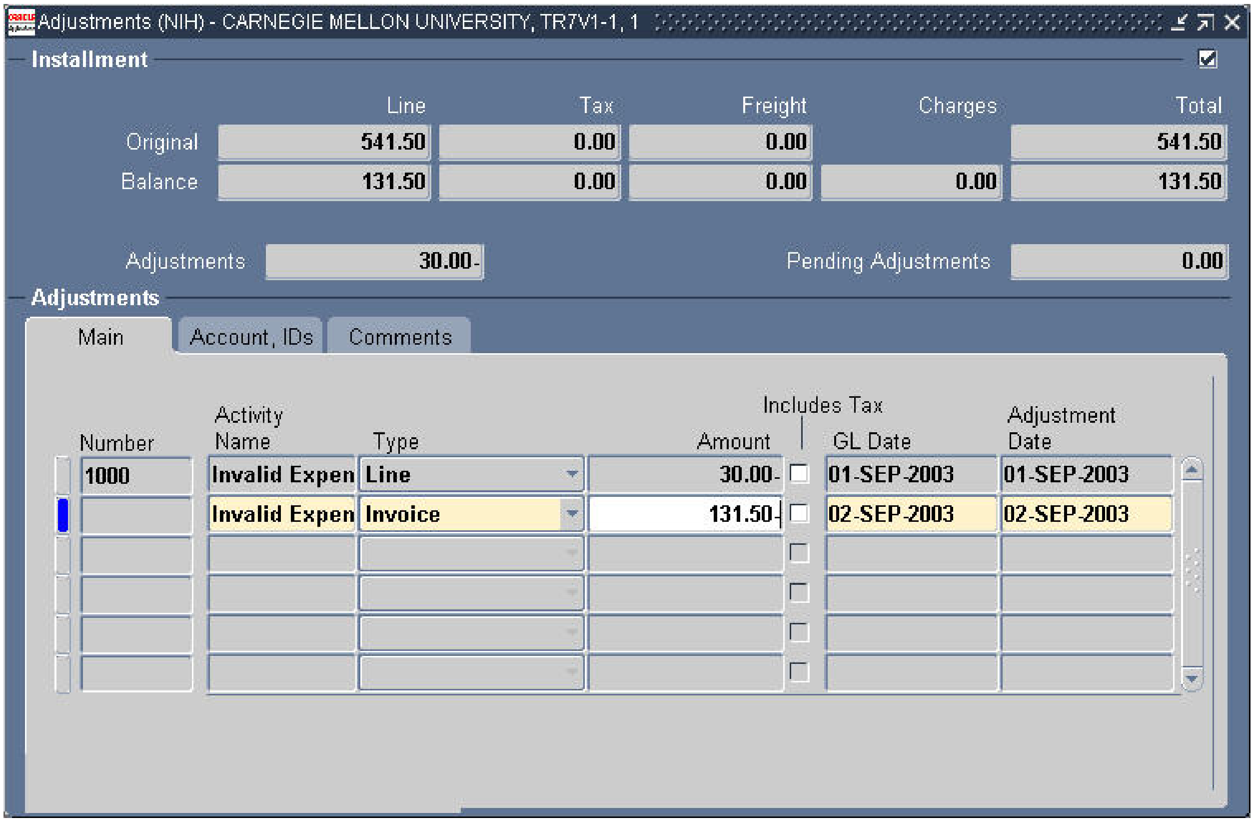
   <u>Result</u>: The **Adjustments** window is displayed.



5. In the first available line on the **Adjustments: Main** tab, complete the following fields:

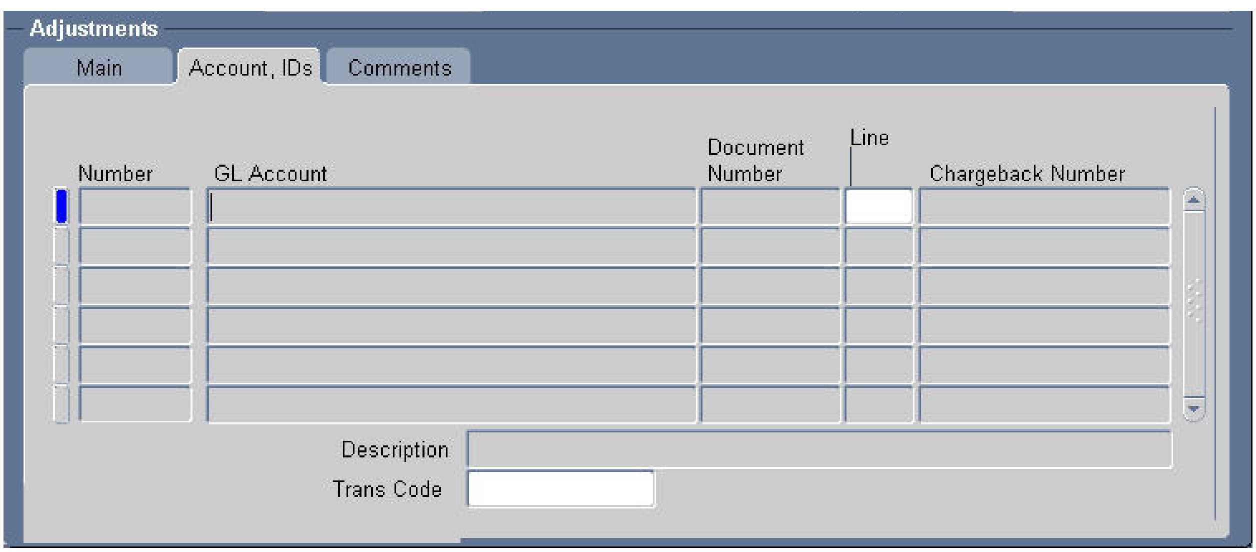
Field	Description
Activity Name	Use the **LOV** to populate the field with • **Invalid Expense** if you are entering a negative adjustment; or • **Increase Receivable** if you are entering a positive adjustment.
Type	Select the following from the drop down menu • **Invoice** if you want to adjust the entire invoice amount • **Line** if you want to adjust a portion of the invoice amount.
Amount	Enter the amount of the adjustment. <u>Note</u>: For negative adjustments, you must enter a negative sign.
Includes Tax	Currently not used
GL Date	Defaults to the current date. May choose a different date from the **LOV.**
Adjustment Date	Defaults to the current date. May choose a different date from the **LOV.**

<u>Example</u>: Below is an example of a completed **Adjustments: Main** tab.



6. Select the **Account, IDs** tab.

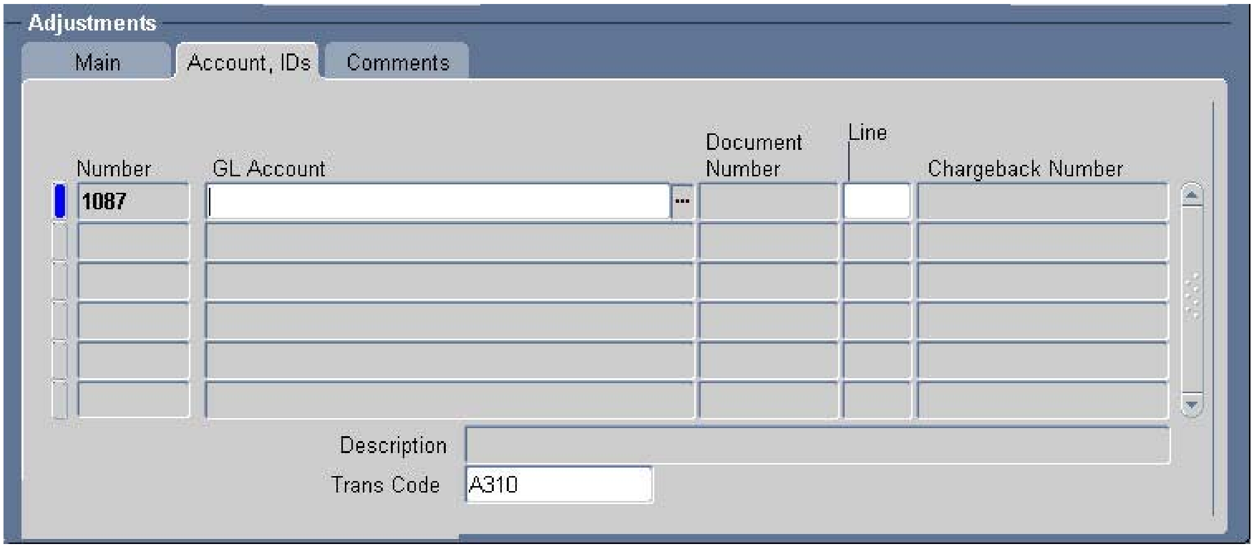
   Result: The **Account and ID** information is displayed.



7. In the **Trans Code** field, select **A310** from the **LOV**.

   Note: If you do not select the appropriate transaction code, the accounting information for this adjustment will not be correct.

Example: Below is a sample completed **Account, IDs** tab.



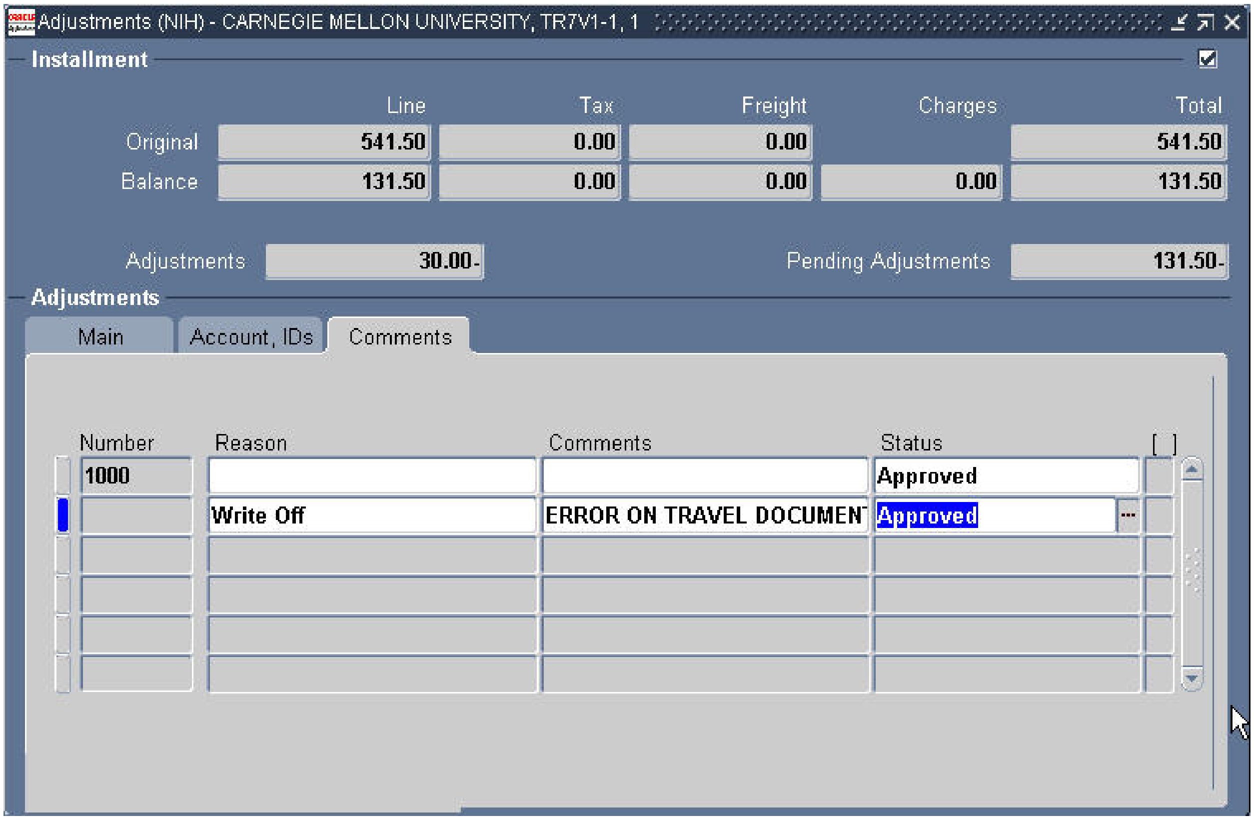
8. Select the **Comments** tab.

   Result: The **Comments** fields are displayed.

9. On the **Adjustments: Comments** tab, complete the following fields.

Field	Description
Reason	Select an appropriate reason from the **LOV**.
Comments	Enter any additional comments you wish to include.
Status	Defaults to **Approved**. Do not change.

Example: Below is a sample completed **Comments** tab.



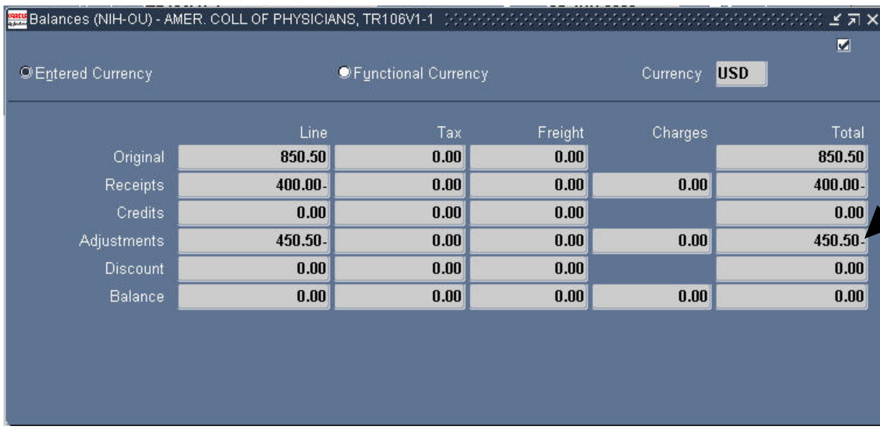
10. Save the record.

End of activity.

Viewing Adjustments in the Balances Window

- After an adjustment is made on an invoice, the amount of the adjustment will be displayed in the **Balances** window for the invoice

3. Perform adjustments in financial modules


Balances (NIH-OU) - AMER. COLL OF PHYSICIANS, TR106V1-1

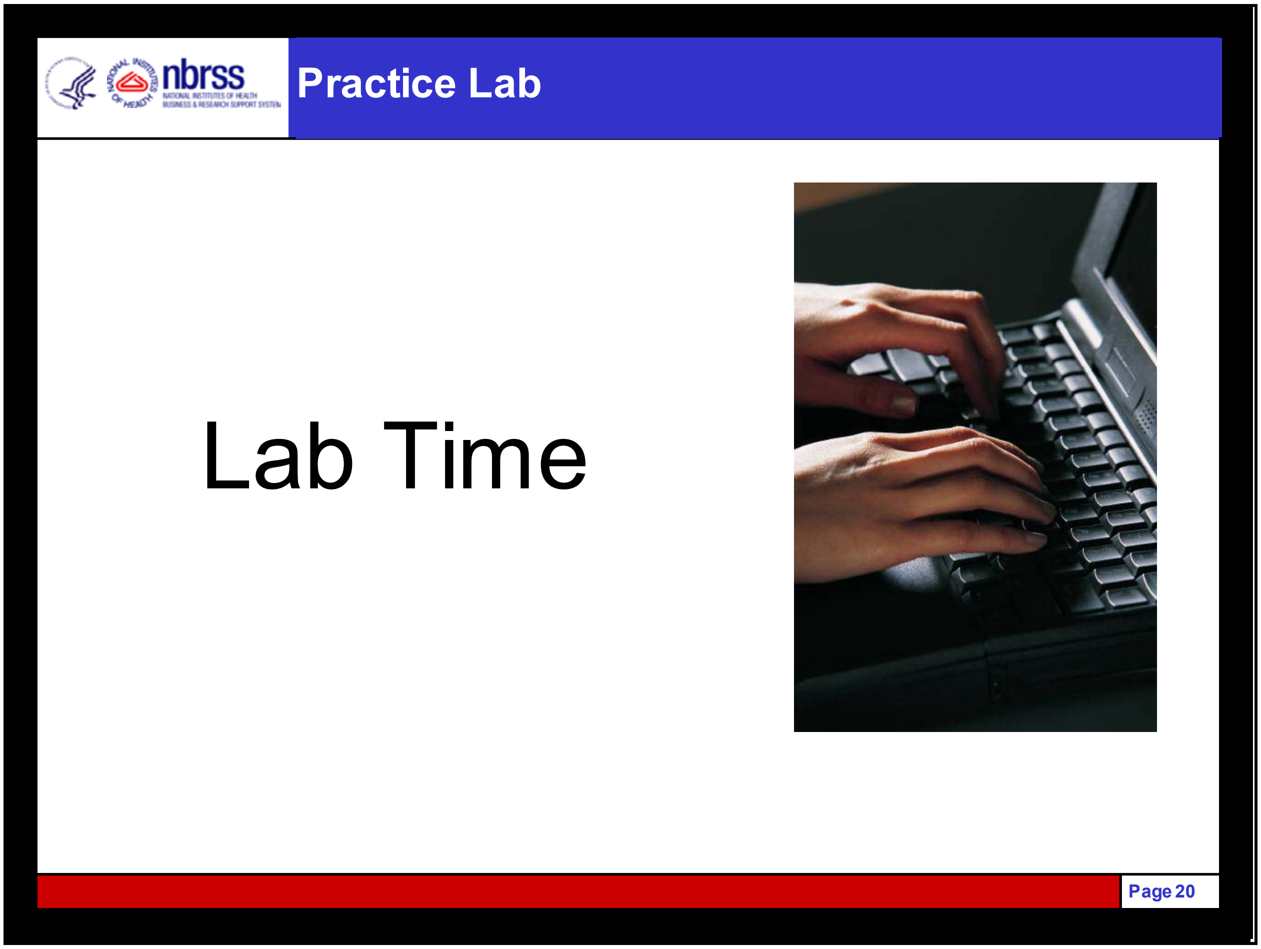
Entered Currency   Functional Currency   Currency USD

	Line	Tax	Freight	Charges	Total
Original	850.50	0.00	0.00		850.50
Receipts	400.00-	0.00	0.00	0.00	400.00-
Credits	0.00	0.00	0.00		0.00
Adjustments	450.50-	0.00	0.00	0.00	450.50-
Discount	0.00	0.00	0.00		0.00
Balance	0.00	0.00	0.00	0.00	0.00

Total Adjustments

Page 19

Practice Lab



Complete Lab 2: Adjusting Sponsored Travel Invoices

Refunding Payments to Sponsors

Refunding Payments to Sponsors

3. Perform adjustments in financial modules

OFM may refund overpayments to the Sponsors.

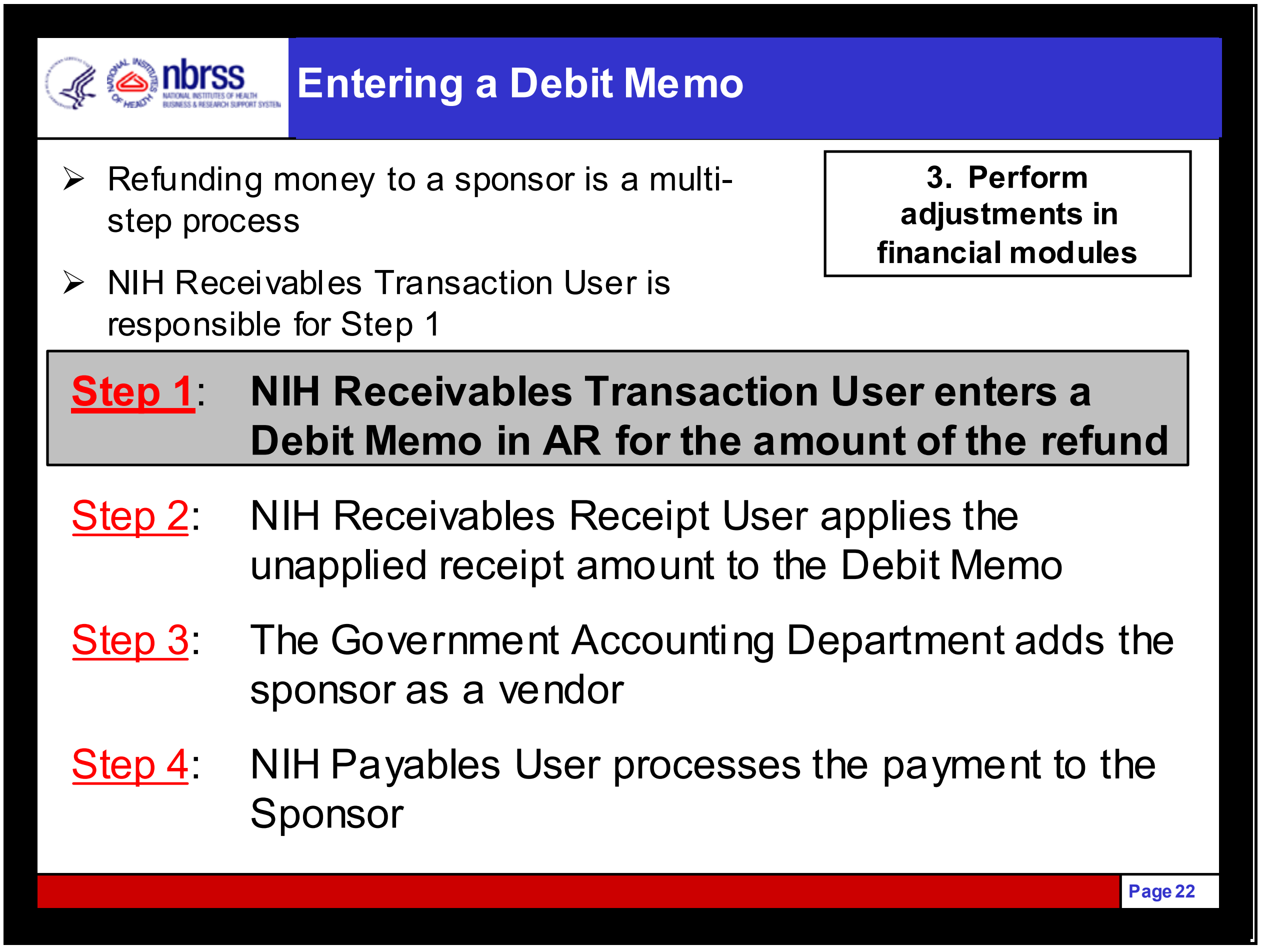
The following Scenarios may require a refund to the sponsor:

- **Scenario 1**: A Sponsored In-Cash Expense was included on the voucher that should be removed and the sponsor pays the incorrect amount
- **Scenario 5**: Traveler reported a sponsored in-kind expense as a sponsored in-cash expenses on the travel voucher and the sponsor pays the incorrect amount
- **Scenario 8**: Sponsor pays more than expected

Page 21

OFM will decide when it is appropriate to refund amounts to the sponsor on a case-by-case basis.

Entering a Debit Memo

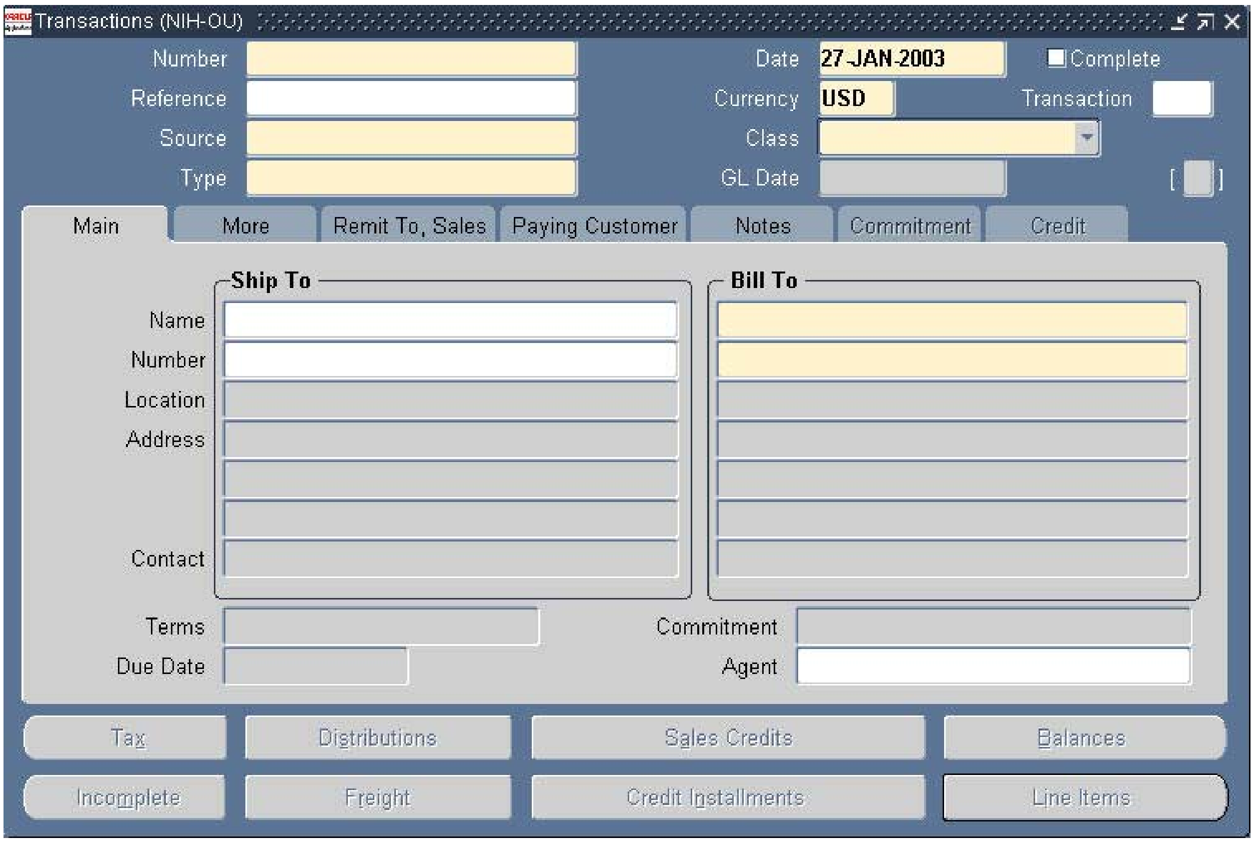


Entering a Debit Memo

Purpose

The purpose of this document is to describe how to enter a debit memo in Accounts Receivable to facilitate the refund of overpayments to customers.

NIH Receivables Transaction User
N > Transactions > Transactions
Transactions

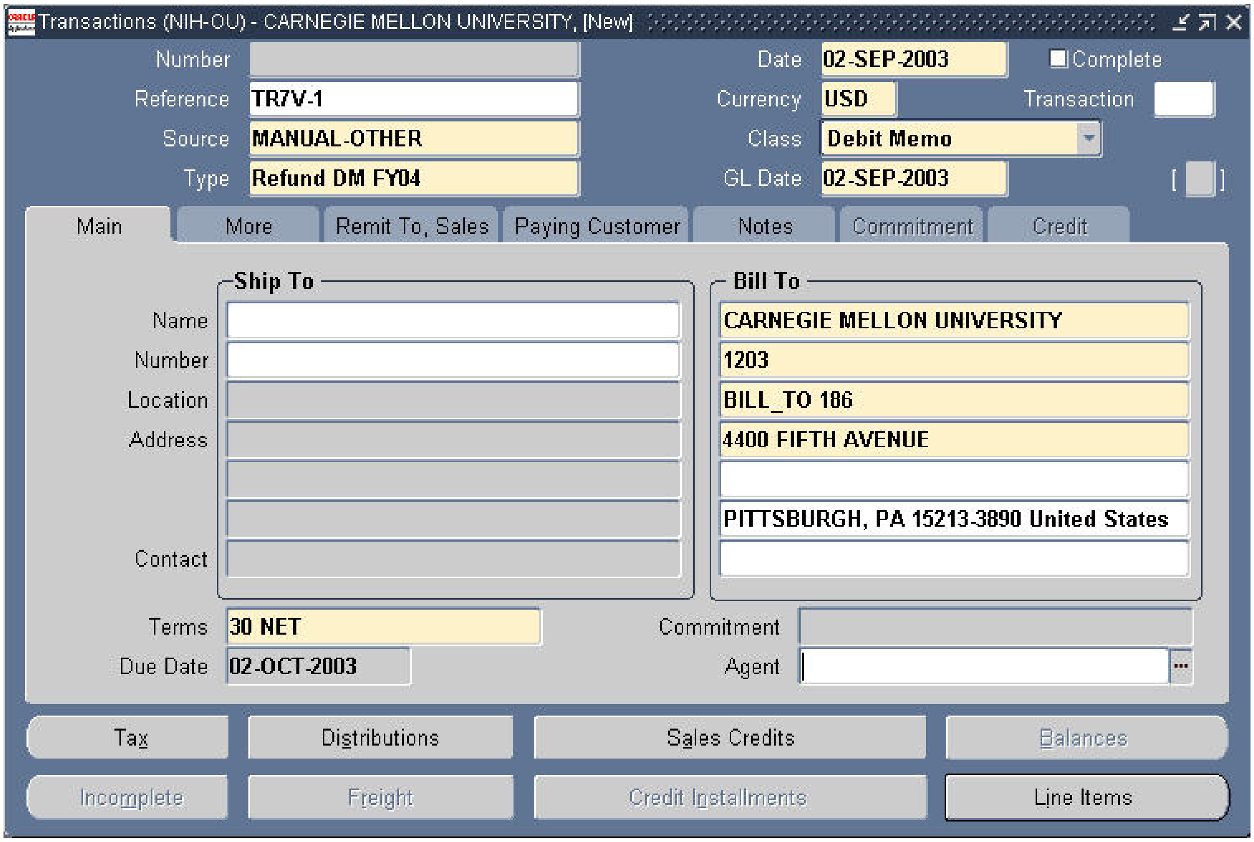


1. In the **Class** field, select **Debit Memo** from the drop down menu.
2. Tab to the **Source** field and use the **LOV** to populate **Manual-Other**.
3. Tab to the **Type** field and use the **LOV** to select **Refund DM FY04.**
4. Revise the **Date** field as necessary.
5. In the **Reference** field, enter the original invoice number.
6. In the **Bill To: Name** field, select the customer's name from the **LOV**.

Result: The remaining address fields default from the customer record.

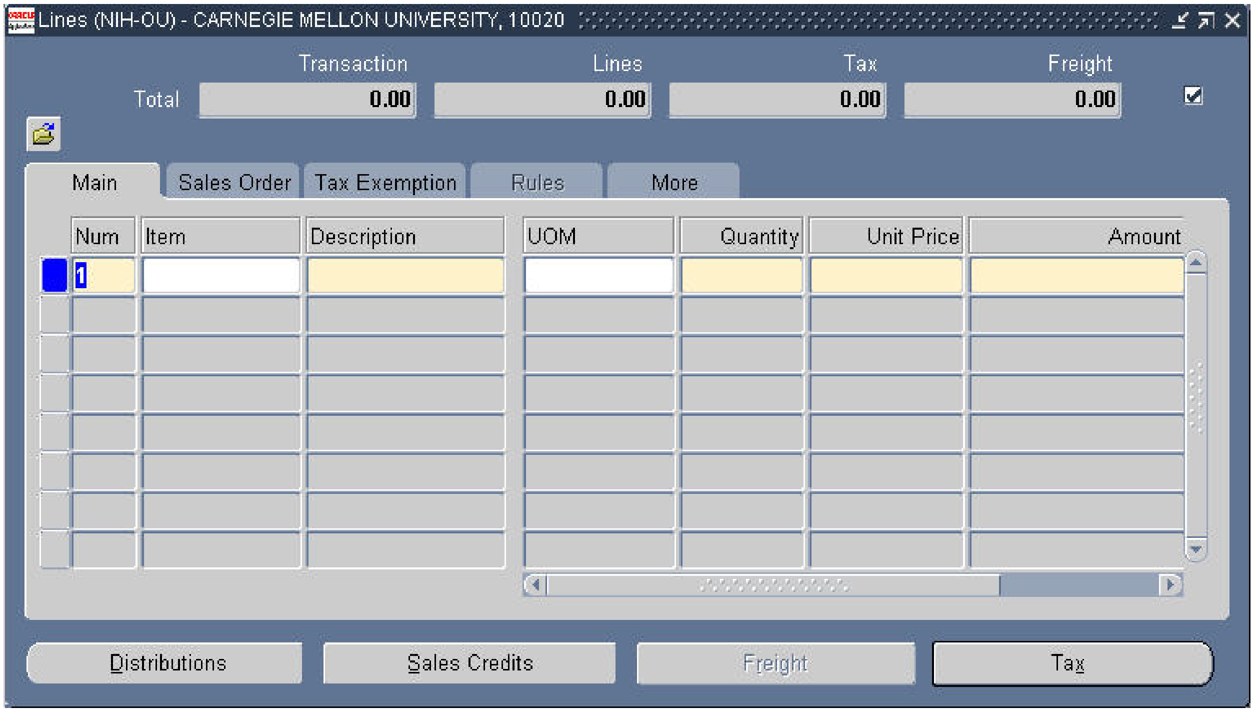
7. In the **Terms** field, select the appropriate payment terms from the **LOV**.

   Example: Below is a sample completed **Transactions** window.



8. Select the **Line Items** button.

   Result: The **Lines** window is displayed.



9. In the **Description** field, enter a description of the debit memo.

   Example: Refund of overpayment

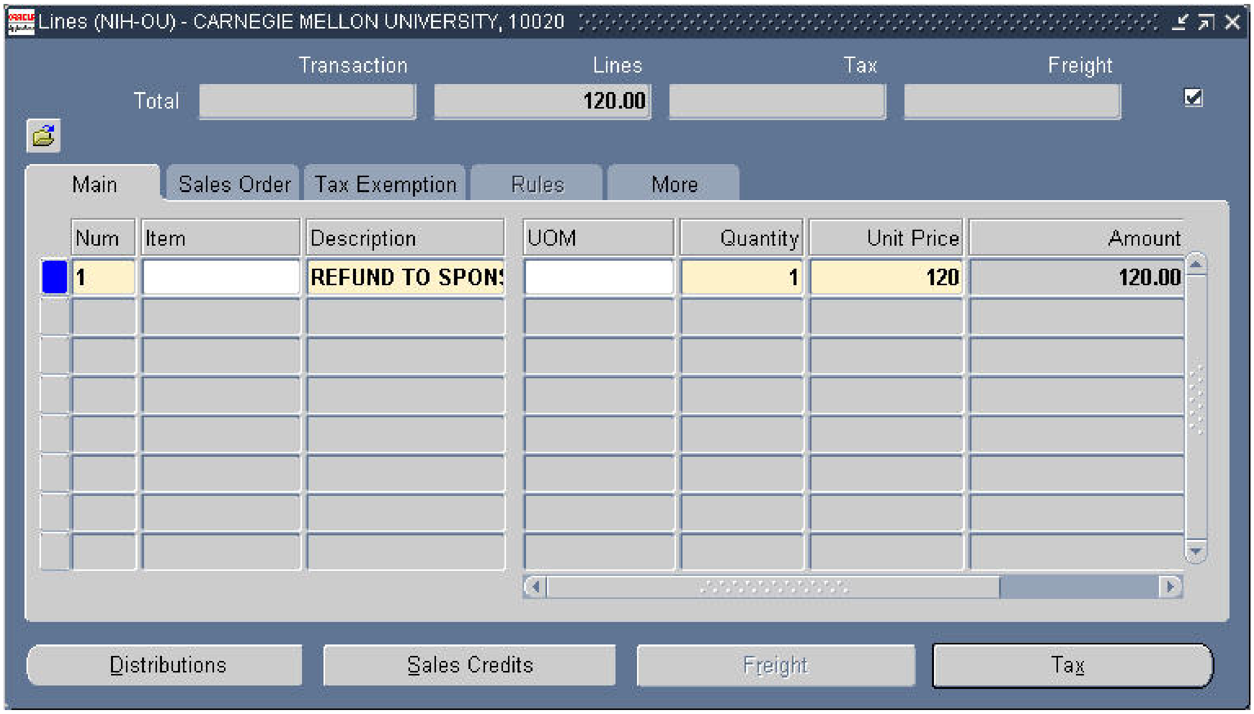
10. In the **Quantity** field, enter the quantity of the line.

    Note: If you use a quantity of one, then enter the total amount of the debit memo in the **Unit Price** field. The **Amount** field will be calculated automatically by multiplying the values in the **Quantity** and **Unit Price** fields.

11. In the **Unit Price** field, enter the unit price of the charge and press the **Tab** key.

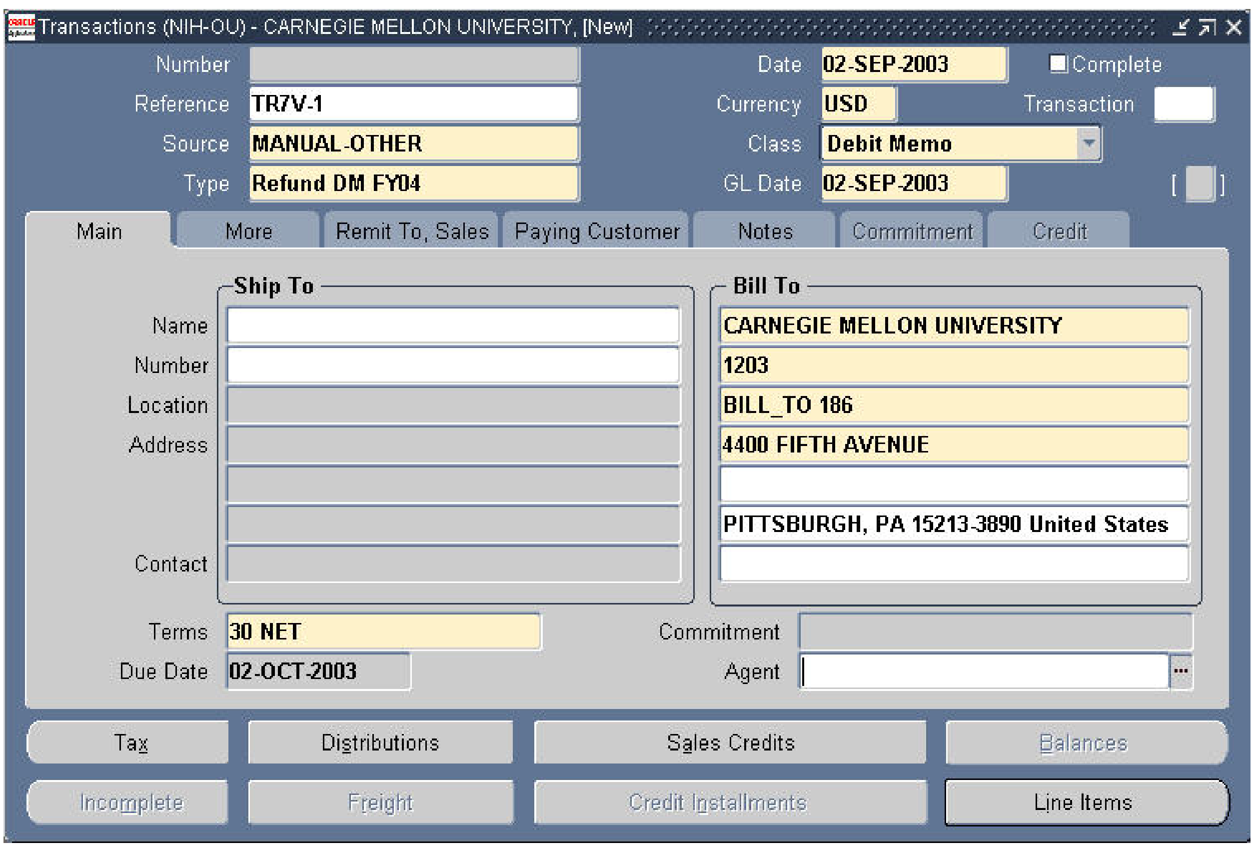
    Result: The **Amount** field will be populated.

    Example: Below is a sample completed **Lines** window.



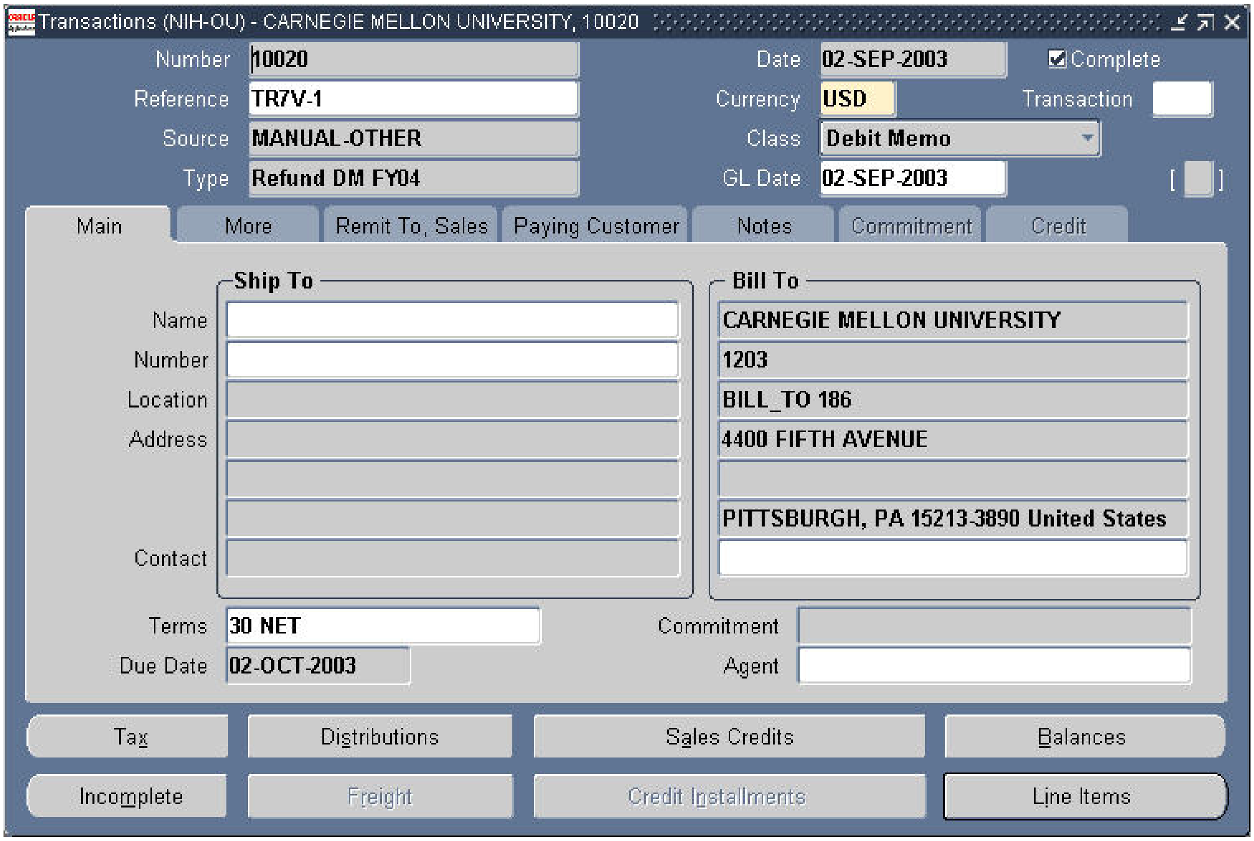
12. Close the **Lines** window.

<u>Result</u>: You are returned to the **Transactions** window.



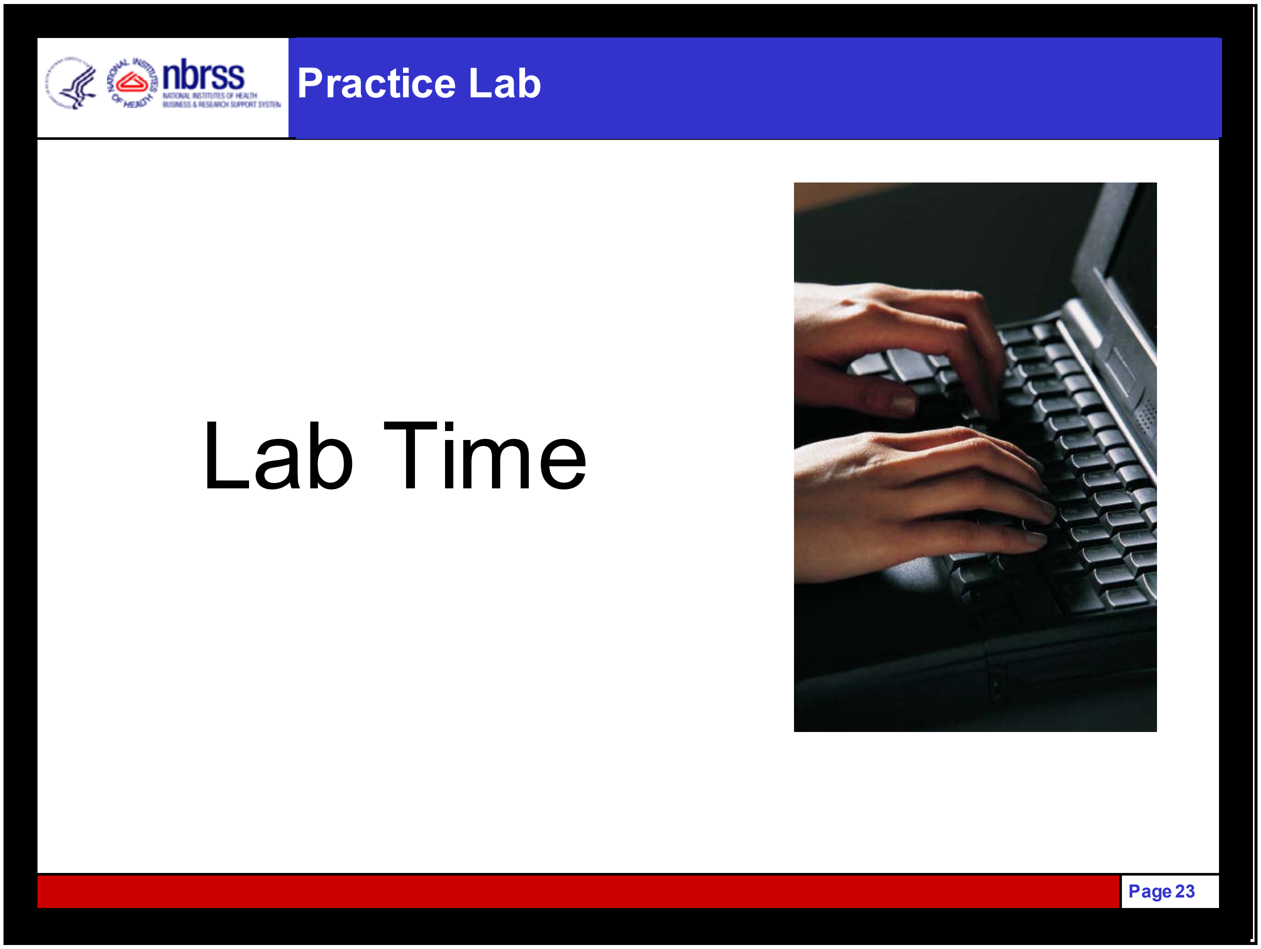
13. Select the **Complete** button.

    Result: The fields turn gray and the **Complete** checkbox is enabled.



End of activity.

Practice Lab



Complete Lab 3: Entering Debit Memos

AR Transactions Reports

After this lesson, you will know how to:

- View sponsored travel invoices
- Process sponsored travel invoice adjustments

➔ **Run reports on sponsored travel transactions**

Page 24

Accounts Receivable Reports

- Oracle Financial Applications provides standard reports to help an organization analyze and manage their receivables.
- We will review the following selected reports that may be helpful while working with AR Transactions:
  - Transaction Detail Report
  - Adjustment Register
  - Billing and Receipt History
  - Account Status Report
  - Aging Report

Page 25

Transcription Detail Report

Transaction Detail Report

Description: Displays information on transactions in accounts receivable, including invoices and debit memos

Purpose: To review AR transaction information for a specific time period or customer

Frequency: As needed

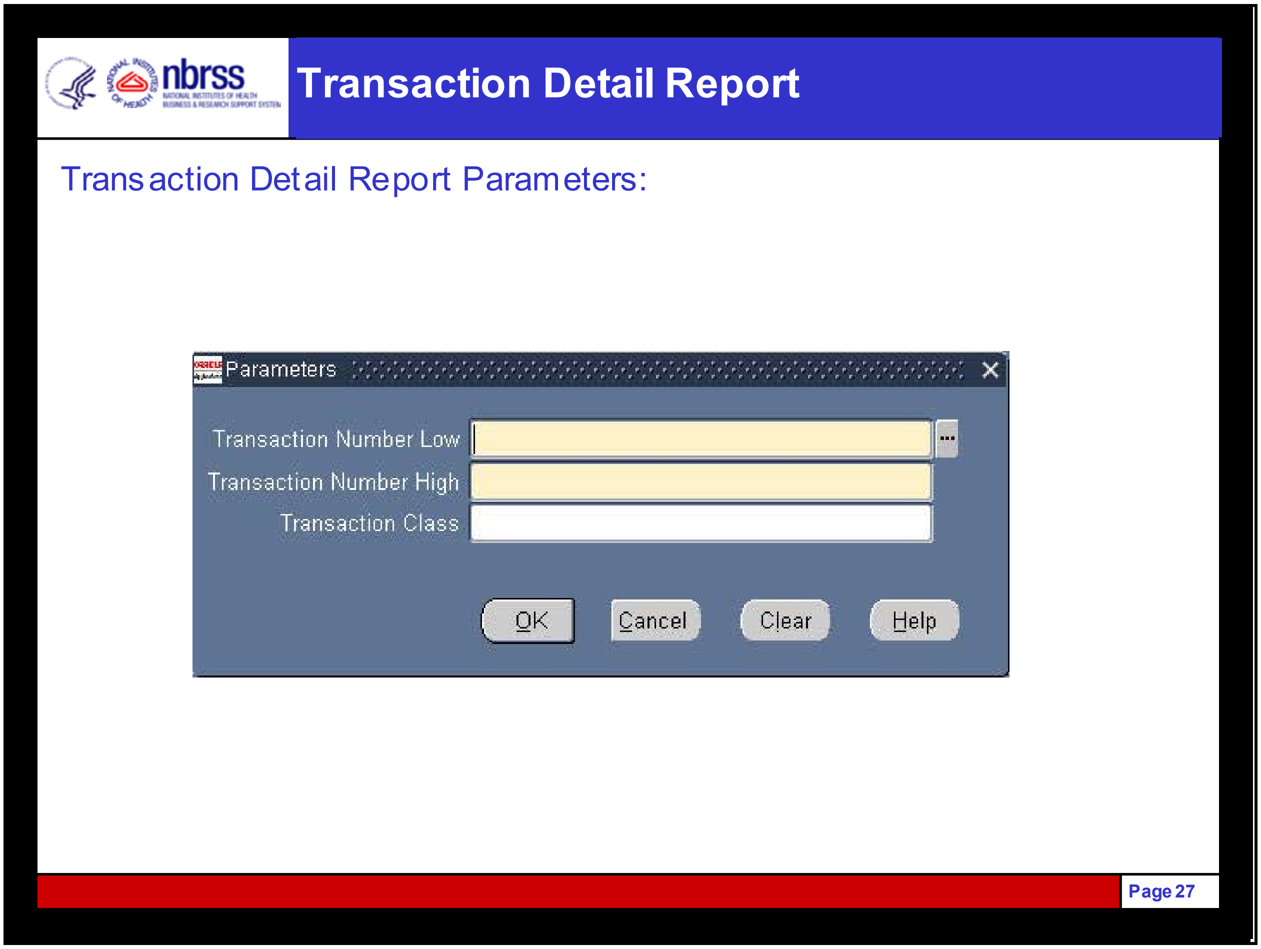
NIH Receivables Transaction User

N > Reports > Listing

Submit a New Request

Page 26

Transaction Detail Report



Report Parameters

Transaction Number Range: Enter a transaction number range. Enter the beginning value in the **Transaction Number Low** field. Enter the ending value in the **Transaction Number High** field. The report will display all transactions that fall within that range

Transaction Class: Select a transaction class from the **LOV**. Example, select **Invoices** to review all invoices. Select **Debit Memos** to view all debit memos created to facilitate a refund to a sponsor.

Adjustment Register

Description: Displays information on approved adjustments by document number

Purpose: To review AR adjustment activity

Frequency: As needed

NIH Receivables Transaction User

N > Reports > Listing

Submit a New Request

Page 28

Adjustment Register

Selected Report Parameters

GL Date Range: Enter the GL date range of the adjustment

Transaction Date Range: Enter the Transaction Date range

Due Date Range: Enter a range of due dates for the transactions

Invoice Type Range: Enter the invoice type range. For one type, enter the same value in each field

Adjustment Type Range: Enter the adjustment type range. For one type, enter the same value in each field

Billing and Receipt History Report

Description: Displays information about AR transactions in a given date range and the receipts that have been applied to those invoices

Purpose: To review AR transaction and receipt activity for a given time period or customer

Frequency: As needed

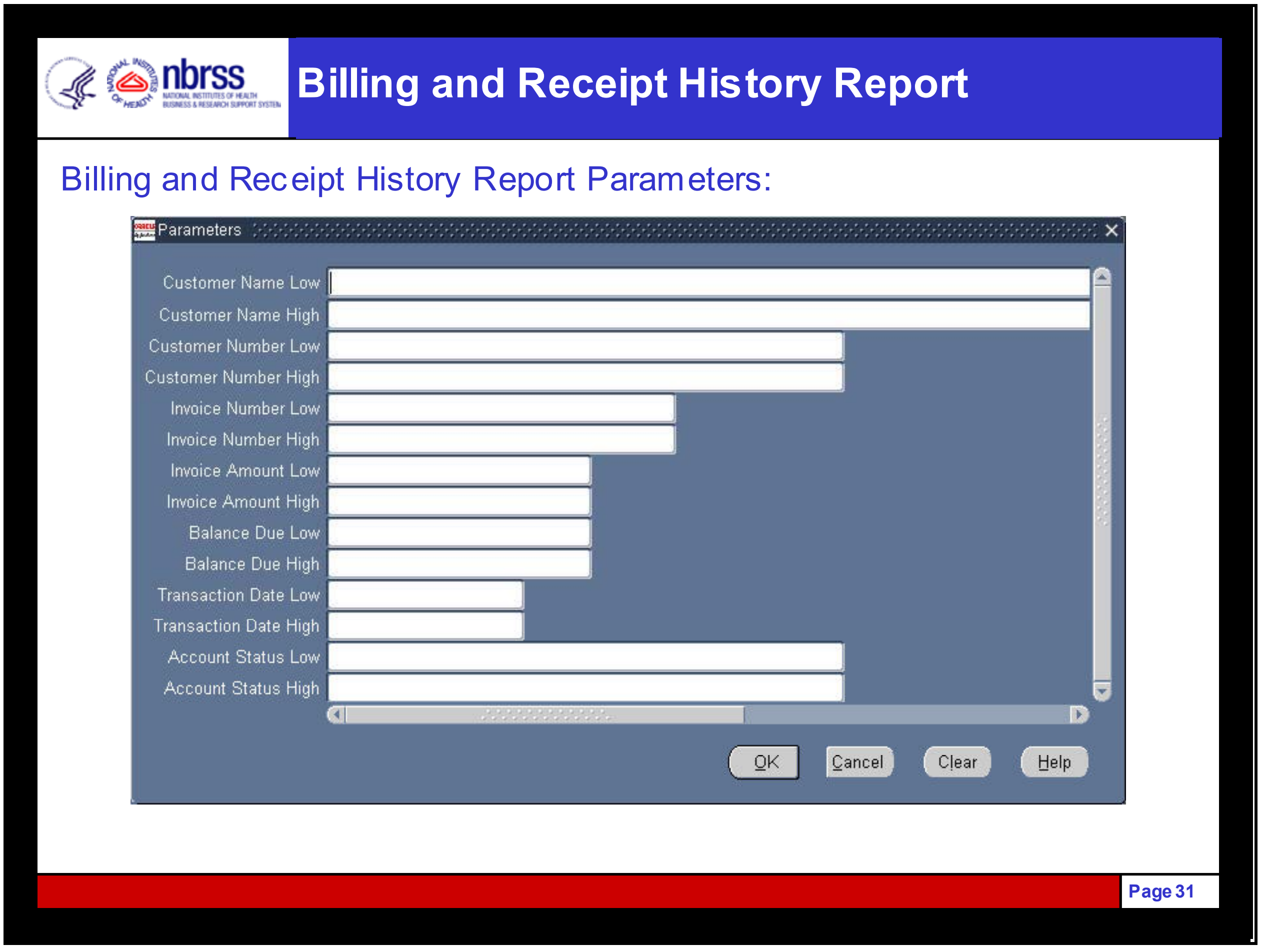
NIH Receivables Transaction User

N > Reports > Collections

Submit a New Request

Page 30

Billing and Receipt History Report



Selected Report Parameters

Customer Name Range: Select a customer range from the **LOV**.

Customer Number Range: Select a customer range from the **LOV**.

Invoice Number Range: Select an invoice number range from the **LOV**.

Invoice Amount Range: Select an invoice amount range from the **LOV**.

Balance Due Range: Select a balance due range from the **LOV**.

Transaction Date Range: Select a transaction date range from the **LOV**.

Account Status Range: Select an account status range from the **LOV**.

For all range fields, if you want the report to run for a single value, enter the save value in the low and high fields.

Account Status Report

Account Status Report

Description: Displays open items and balance due for each customer

Purpose: To review customer account status and open items

Frequency: As needed

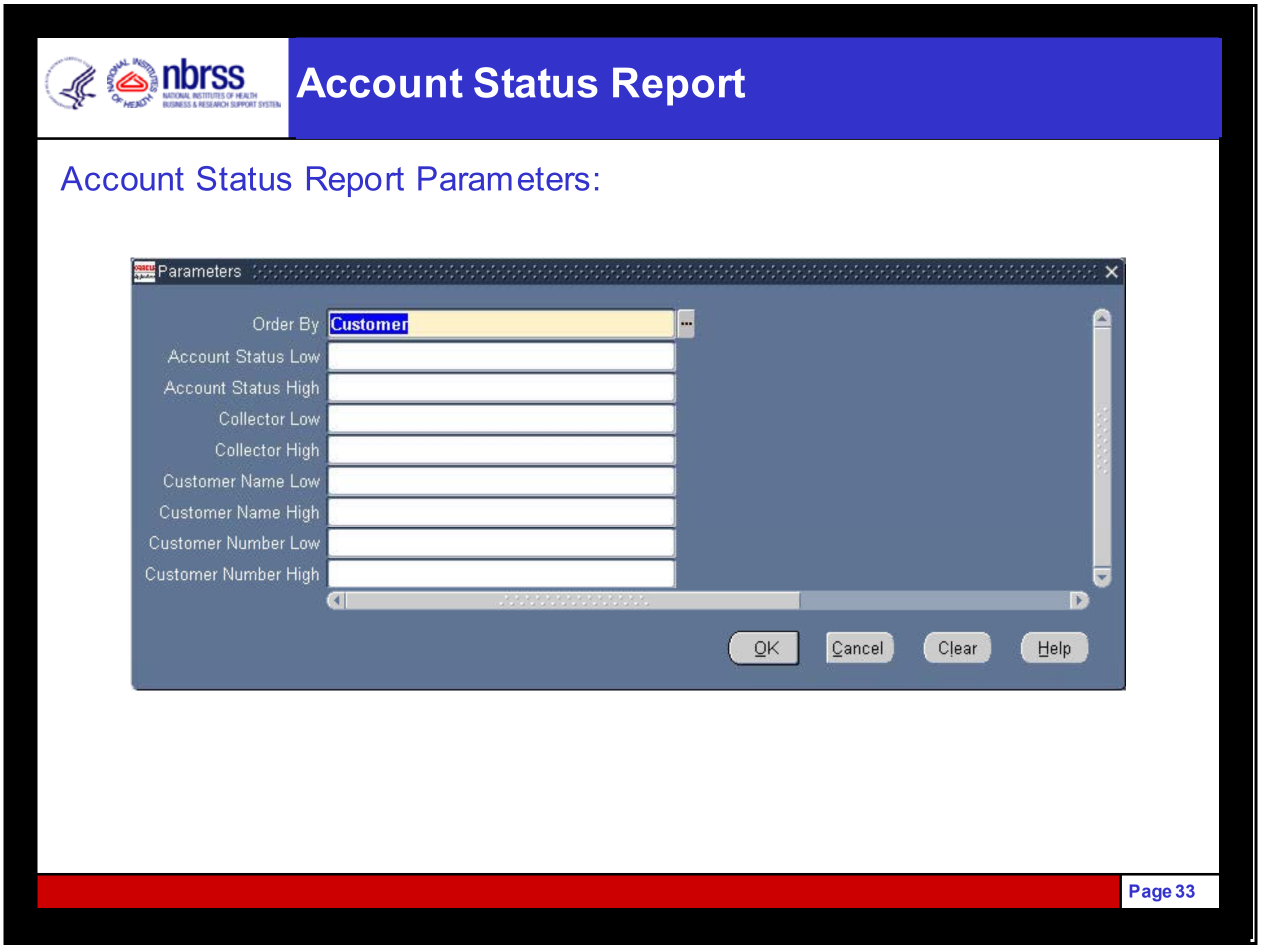
NIH Receivables Transaction User

N > Reports > Collections

Submit a New Request

Page 32

Account Status Report



Report Parameters

Account Status Range: Select the account status range from the **LOV**

Collector: Do not use

Customer Name Range: Select a customer name range from the **LOV**

Customer Number Range: Select a customer number range from the **LOV**

Aged Trial Balance – 4 Buckets Report

Aged Trial Balance – 4 Buckets Report

Description: Displays information on transactions and receipts in accounts payable for your customers

Purpose: To review the current status of a customer's account

Frequency: As needed

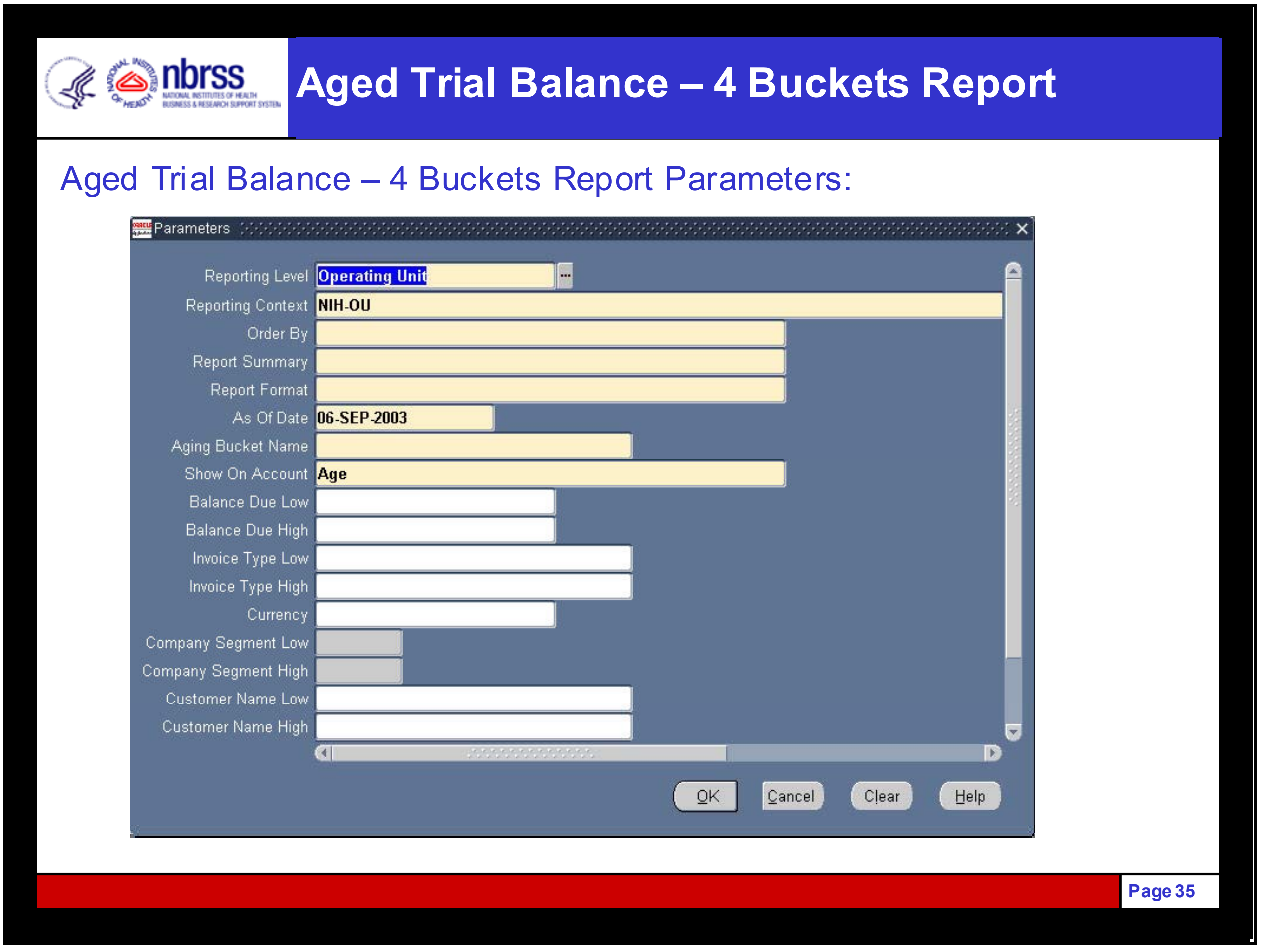
NIH Receivables Transaction User

N > Reports > Collections

Submit a New Request

Page 34

Aged Trial Balance – 4 Buckets Report



Selected Report Parameters

Order By: Use the **LOV** to select the order in which you want the information displayed.

Report Summary: User the **LOV** to select the summary type

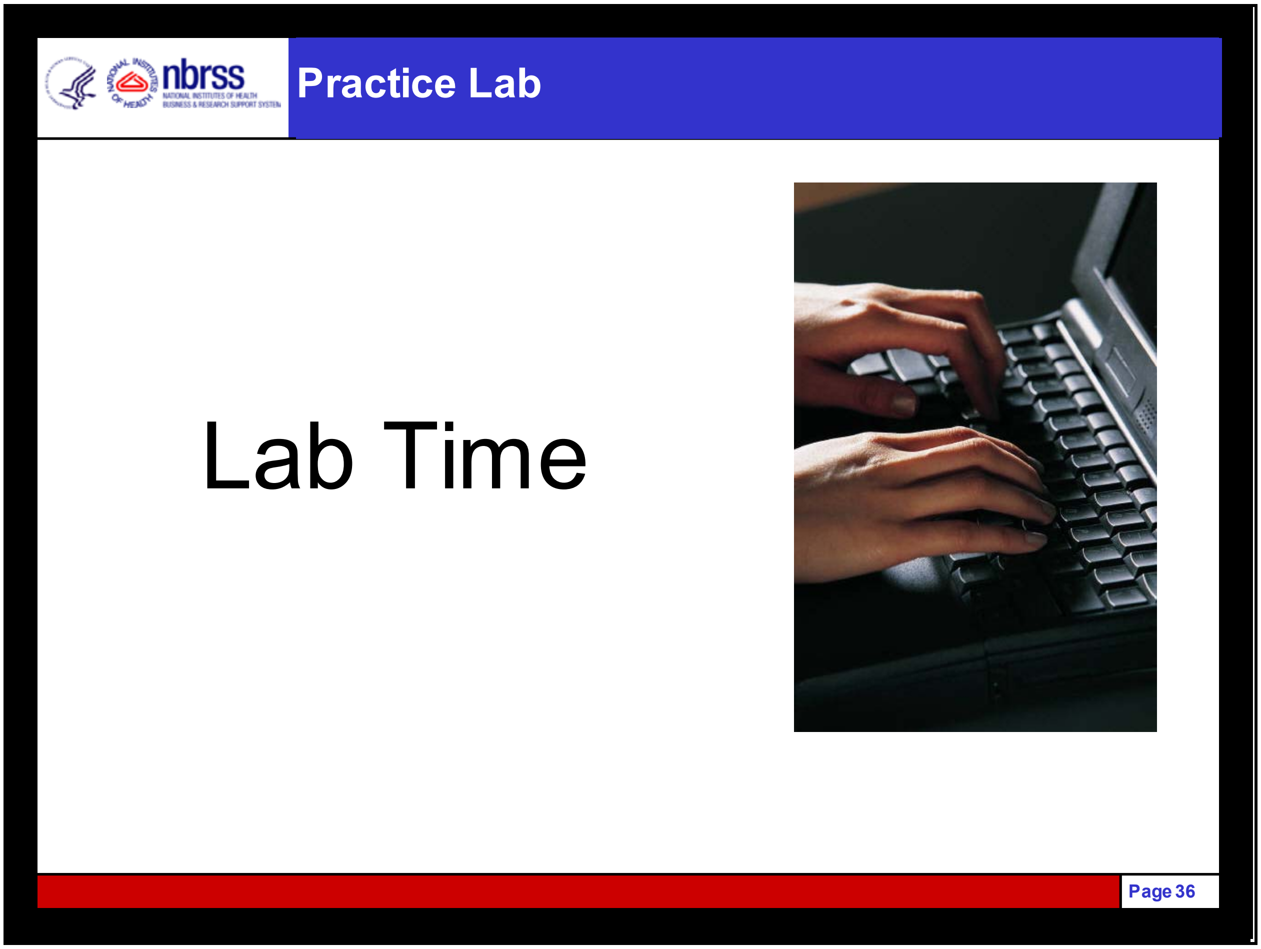
Report Format: Select Brief or Detailed from the **LOV**

As of Date: Enter the date as of which you want the information to display.

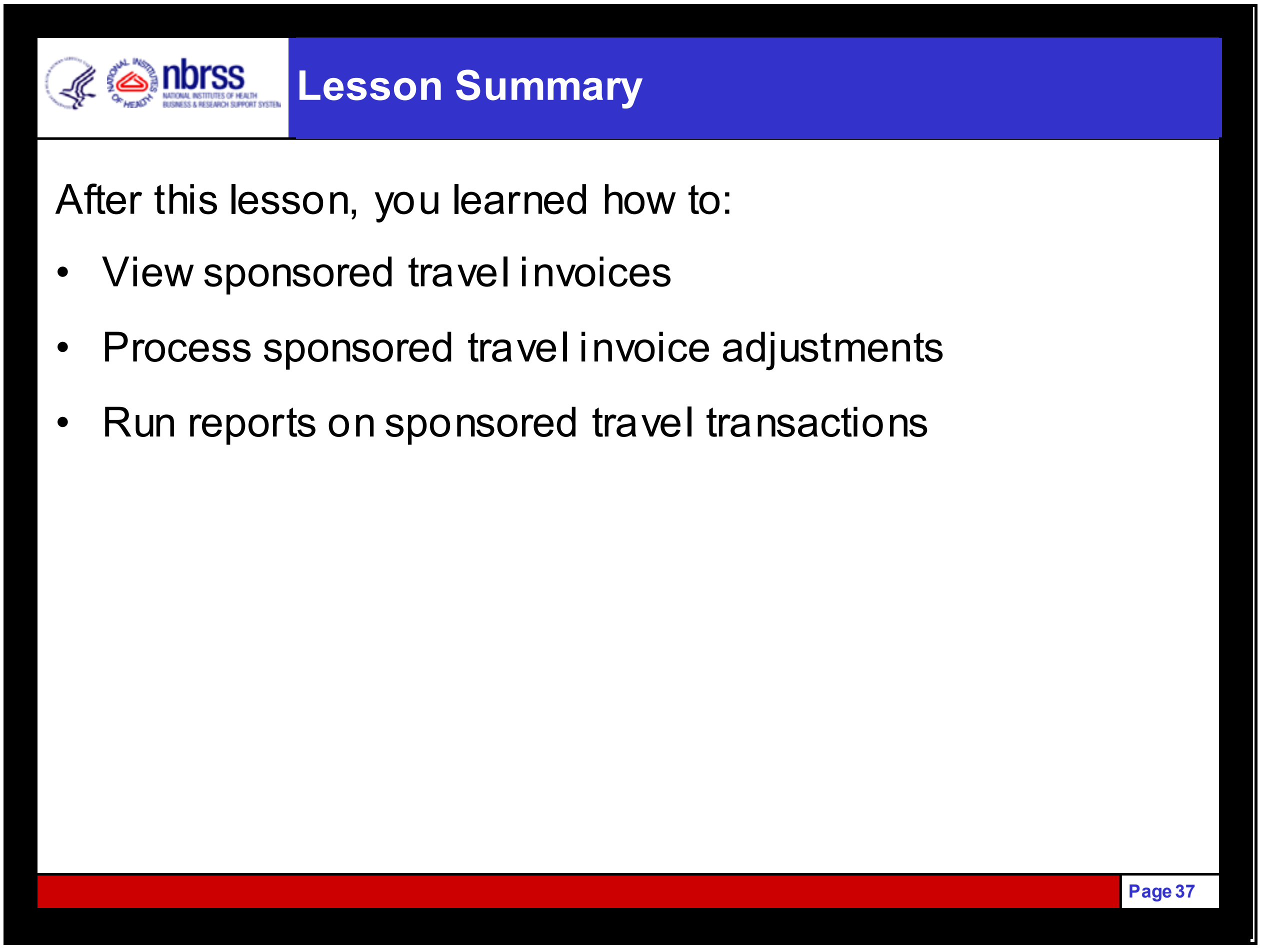
Bucket Name: Use the **LOV** to populate **Collections**

Show on Account: Select Summarize or Age from the **LOV**

Practice Lab

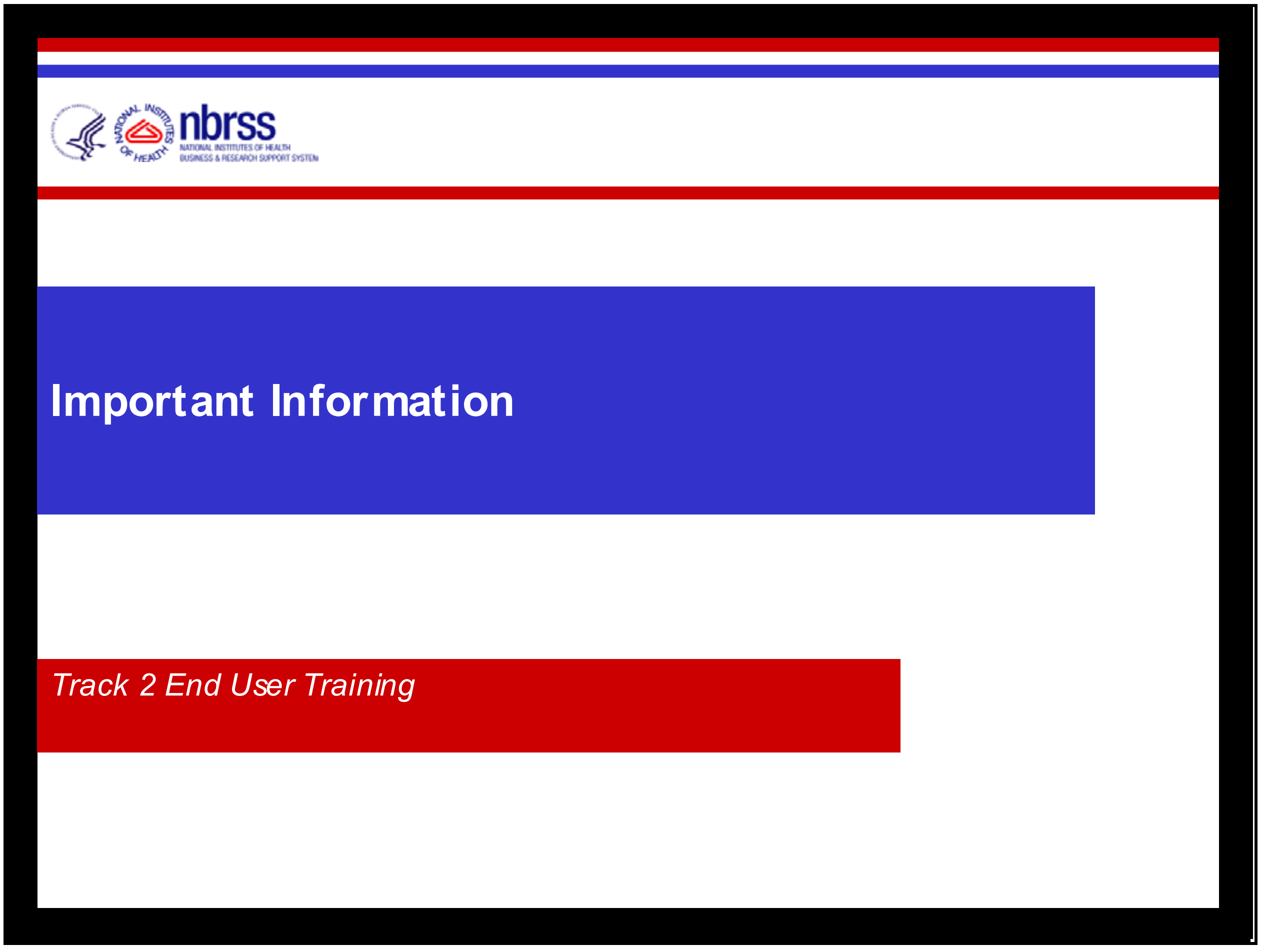


Complete Lab 4: Submitting AR Reports


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Lesson Summary
After this lesson, you learned how to:
• View sponsored travel invoices
• Process sponsored travel invoice adjustments
• Run reports on sponsored travel transactions
Page 37

Important Information

Chapter 5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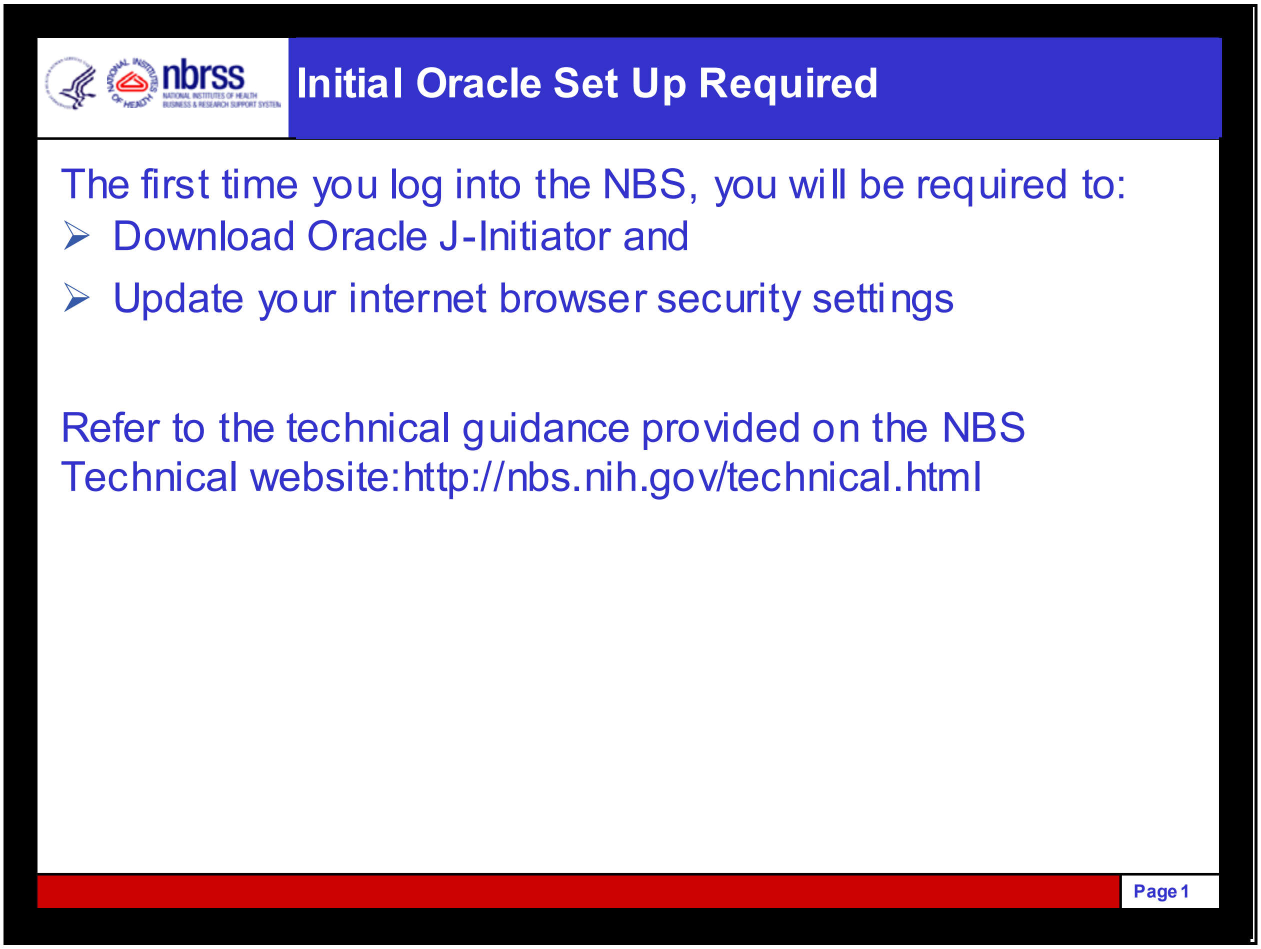
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Important Information
Track 2 End User Training


nbrss
Initial Oracle Set Up Required
The first time you log into the NBS, you will be required to:
➢ Download Oracle J-Initiator and
➢ Update your internet browser security settings
Refer to the technical guidance provided on the NBS Technical website:http://nbs.nih.gov/technical.html
Page 1

NBS Travel Support Resources

- NBS Travel Web links available 24/7
  - NBS Oracle Online Help and Reference: http://nbs.nih.gov/training.html
- NIH Portal Support
  - Phone NIH Help Desk at 6-HELP (301.496.4357)
  - Portal website address: **http://my.nih.gov**
- NBS Customer Support
  - Phone: Call 5-NBS7 (301.435.6277)
  - E-mail: Send e-mail to tasc@NIH.gov
  - Web Request for Support: Submit to: **http://support.cit.nih.gov**
- nVision
  - nVision is an evolution of the NIH Data Warehouse, and it is the new reporting system designed to work in concert with the NBS. nVision is a business intelligence system that delivers NIH-defined standard reports and facilitates the development of user-created ad hoc reports to support decision-making and analysis. The first NBS module to be supported by nVision is Travel.
  - E-mail: Send e-mail to nVisionSupport@nih.gov
  - Web Site for information: **http://nvision.nih.gov**

Page 2

Contacting NBS Customer Support

Contacting NBS Customer Support

- Phone: Call 6-HELP (301.496.4357)
- E-mail: Send e-mail to helpdesk@NIH.gov
- Web Request for Support: Submit to: **http://support.cit.nih.gov**

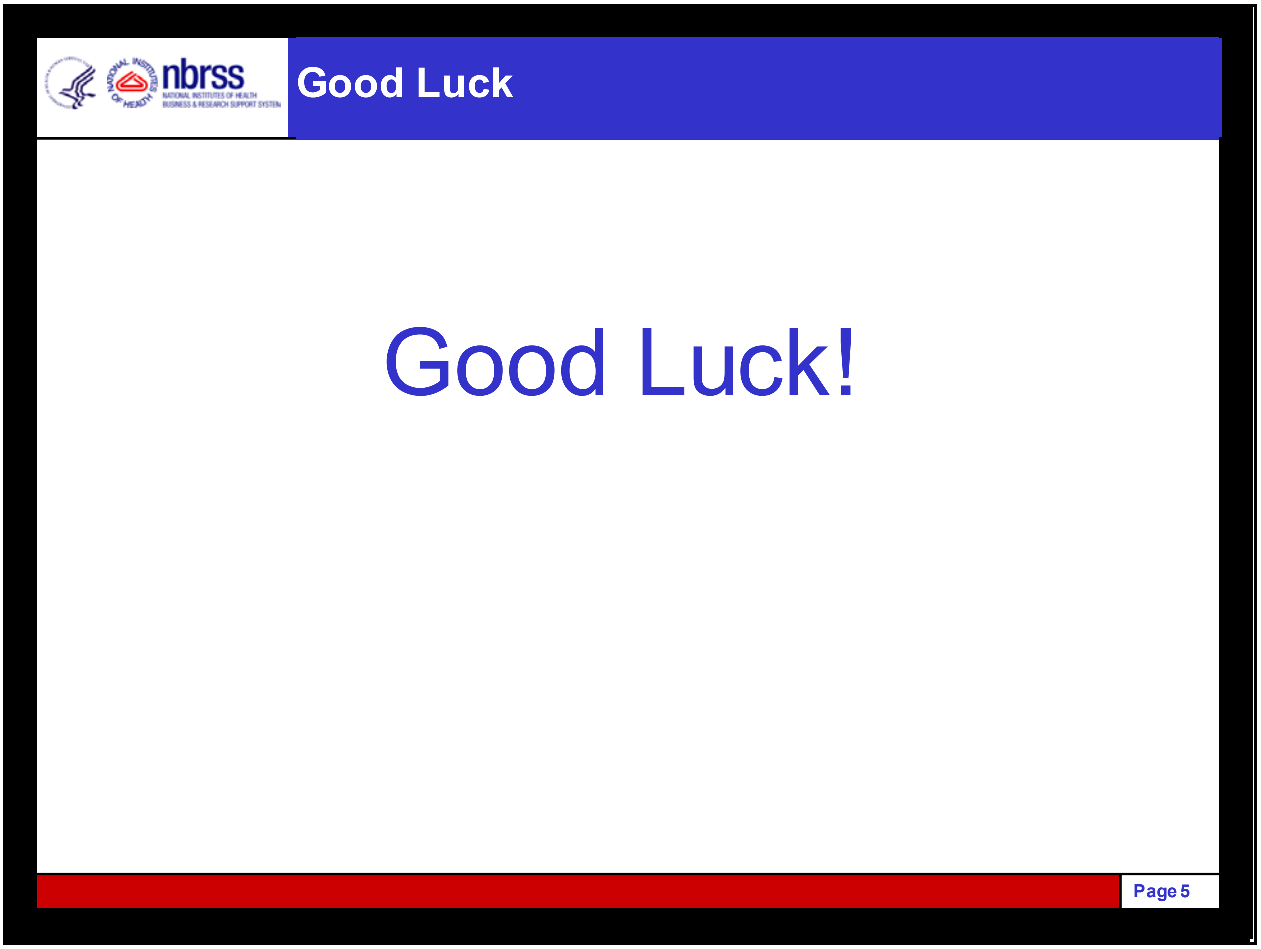
Provide the following information to help facilitate issue resolution:

- ✓ Oracle Responsibility Name
- ✓ What are you trying to accomplish
- ✓ The title of the window in which you are located
- ✓ A description of the problem that includes the exact error message you receive and where the error message is located
- ✓ A description of what steps you took prior to receiving the error, including the exact traveler name, invoice number, etc that you were trying to process
- ✓ What happens if you try to proceed
- ✓ The impact of the error on your work and when you need it to be resolved
- ✓ Who to contact in the event that you are not available

Page 3

Evaluation


nbrss
Evaluation
Please take a moment to complete the
on-line training evaluation
www.surveymonkey.com/s.asp?u=44111257699
Your comments are important to us!
Page 4


nbrss
Good Luck
Good Luck!
Page 5